

500 WASHINGTON AVENUE
SAVANNAH, GEORGIA 31405



MAIN OFFICE: (912) 201-5000
FAX: (912) 201-4160

Tardy Policy and Procedures

The tardy policy at Savannah Arts Academy is to reduce excessive classroom disruptions due to students' tardiness to class. Savannah Arts Academy firmly believes that this policy will encourage students to be academically successful in a more structured standards-based learning environment. All students are expected to be in school and/or in classes on time. Students are considered tardy to school if not in class seated by 7:40 AM.

Please be aware that the state of Georgia does not excuse heavy traffic and/or poor weather conditions as a reason for being tardy to school.

If an announcement is made to allow students extra time to enter class, teachers will adhere to the request and forego the tardy sign in at the front office

All students are expected to be in class on time. This means in the classroom before the 7:40 start time, otherwise, the student is tardy.

Tardy to School Procedures:

All students that report to school after 7:40 AM must adhere to the following procedures to be admitted to class:

1. If a student is late, he/she should report to the front office to sign in.
2. The front office will issue the student a tardy pass to report to class.
3. The student will give his or her teacher the tardy pass and the teacher will record the student as tardy in PowerSchool.
4. Students may submit up to 5 parent notes per year for being tardy to school. Doctor's notes (with the time the student was there) are always considered excused tardies.
5. Excuses for tardies must be submitted to Dr. Belue in the main office. Only **tardy excuses** are submitted to Dr. Belue.

Consequences for Unexcused Tardy(s) to Class (*Cumulative total of tardies, not per class)

- 1st – 4th Offense: Warning
- 5th Offense: Lunch Detention
- 6th – 7th Offense: After School Detention – 1 day for 6th tardy, 2 days for 7th tardy. Detentions are held every Wednesday from 2:50 – 3:50 PM. No late students will be admitted to detention).
- 8th Offense: ISS
- 9th Offense: additional ISS
- 10th Offense: OSS

After the 10th Offense, a parent conference will be assigned, and the student will be placed on probation.