

Late Arrival Procedure:

Kaynor Tardy Policy 2025-2026	
Total # Late Arrivals per Semester	Discipline Plan per Dismissal Occurrences
1st-3rd Late Arrivals	Parents can only excuse up to two late arrivals in a semester. A semester is half the year (two marking periods). A warning is issued through Swipe on the third unexcused late arrival.
4th Late Arrival	A fourth occurrence is only excusable per a medical appointment card. If no medical note is provided, the student will need to complete a tardiness root cause survey in SAIL as a restorative measure.
5th Late Arrival and 6th Late Arrival	Both the fifth and sixth occurrence is only excusable per a medical appointment card. An administrative detention will be administered through Swipe.
7th Late Arrival	A seventh occurrence is only excusable per a medical appointment card. If no medical note is provided, an administrative detention will be issued via Swipe.
10th Late Arrival	On the tenth unexcused occurrence, a parent/guardian will be contacted and you will complete a work-readiness course as part of our restorative program.
11th Late Arrival	An eleventh unexcused occurrence will result in Activity Restriction until the end of the semester.

Parents may excuse up to two late arrivals per semester. After that, occurrences may only be excused with medical notes. Students who arrive on late buses will be marked as present with a later time of arrival scanned. Requests to excuse tardiness should be sent to the following:

Kaynor.Attendance@cttech.org

Please read the following as defined by the CTECS Attendance Policy:

A student is tardy when he/she arrives late to school or class. Tardiness is regarded as a disciplinary problem subject to either classroom or administrative penalties. Habitual tardiness is a correctable behavior problem requiring counseling and parental conferences. Tardiness cannot be accumulated and utilized as the basis for denial of credit, nor can it be utilized for the reduction of course grade.

