**MESSAGE AFTER 3 LATE TARDIES (after 7:55PM) AND CC Rabbi Albert, Vice Principal, and Dean of Students**

Hi \_\_TEACHER NAME\_\_\_,

Thank you for your dedication to our school and students. Our school recognizes your hard work, unwavering commitment to our kids, and your constant professional growth. In this spirit, there is an important area of growth that we need to bring to your attention.

We received a list of the days you were tardy from our HR system. You were tardy on the following days:

* LIST HERE

Per the faculty handbook,

* Staff is expected to arrive on time at 7:45am and to return from lunch at 12:40pm
* Please message the Vice Principal if you will be late to school. Staff is provided a grace period between 7:45-7:55am in which to arrive to school without being defined as tardy/late. However, staff is expected to arrive by 7:45am. The block of time from 7:45-8:00am (when students arrive) is invaluable time to organize your day and your classroom environment. Arriving between 7:45-7:55am is defined as *arriving late but within the grace period*. Consistent arriving *late within the grade period* may result in a message or a meeting with administration.
* Staff must contact Moshe Hecht if you are to arrive after 7:55am.
* *Unexcused tardiness* is defined as arriving after 7:55am AND **not** contacting the appropriate admin. Three (3) unexcused tardies in a term will result in the loss of 1 personal/sick day. Continued tardiness after 3 days can result in further actions at the discretion of administration including but not limited to, a loss of personal days, reduction in pay, and termination.
* Excused tardiness is defined as arriving after 7:55 or 12:40pm and informing the proper admin that you will be arriving late. Chronic lateness (more than 3 tardies in a term) can result in administrative action, including but not limited to, a loss of personal days, reduction in pay, and termination.

I do expect there was no malice behind your tardiness. There may have even been valid reasons in some cases. However, a school cannot efficiently operate without knowing that staff members are in the correct place, at the correct time. Please sensitize yourself to this message in order that you can make necessary adjustments to your schedule.

Continue the good work.

--

Best regards,

Gina Norero-Etgar, On behalf of the Jewish Academy Administration

Director of Operations

The Jewish Academy

Phone: 954 457 3899

**MESSAGE AFTER 8 Late but within the grace period (7:50-7:55PM) AND CC Rabbi Albert, Vice Principal, Dean of Students**

Subject: Administrative Notice- Name

Hi \_\_\_Teacher Name\_\_\_,

Thank you for your dedication to our school and students. Our school recognizes your hard work, unwavering commitment to our kids, and your constant professional growth. In this spirit, there is an important area of growth that we need to bring to your attention.

We received a list of the days you were tardy from our HR system. You arrived *late but within the grace period* on the following days:

* LIST HERE

Per the faculty handbook we ask that you arrive on time at 7:45am. Arriving between 7:45-7:55am is defined as *arriving late but within the grace period*. The block of time from 7:45-7:55am (before students arrive) is invaluable time to organize your day and your classroom environment. Please remember that as a staff, we will arrive by 7:45am. If there are personal, or professional barriers to ensure this occurs, please discuss them with the Jewish Academy administration.

Thank you for you continued good work for our school, our kids, and our community,

--

Best regards,

Gina Norero-Etgar, On behalf of the Jewish Academy Administration

Director of Operations

The Jewish Academy

Phone: 954 457 3899

**MESSAGE AFTER 4 LATE TARDIES (after 7:55PM) AND CC Rabbi Albert, Vice Principal, and Dean of Students**

Hi \_\_\_Teacher Name\_\_\_\_,

We hope this message finds you well.

On \_\_\_\_\_Date\_\_\_\_\_, you were informed that you were late 3 times during the term. On \_\_Date\_\_\_ you arrived late again without being excused. Per the faculty handbook, Three (3) unexcused tardies in a term will result in the loss of 1 personal/sick day. *This message will serve as a reminder of this important policy*. The next unexcused absence will result in a loss of a sick/personal day.

We appreciate your continued professionalism and dedication,

Gina Norero-Etgar, On behalf of the Jewish Academy Administration

Director of Operations

The Jewish Academy

Phone: 954 457 3899