

# Valencia High School

## TARDY POLICY

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As part of our school safety plan, a school-wide tardy policy will continue to be enforced for the 2010-11 school year. At the sound of the tardy bell, all teachers need to lock their doors. Any student not in class must report to the tardy table. The tardy management team will assign a consequence. Once recorded, the student will return to class with a pass. Teachers will not allow students to enter their room after the bell unless the student has a pass from the office, campus supervisor, or teacher. Unless otherwise indicated, the student will be admitted to class and marked tardy in the computer by the teacher. No teacher consequence will be administered. Students need to make arrangements with the teacher to make up any work missed due to the impact of the policy. For any tardy, students will need to go to the tardy table and get a pass from a campus supervisor. The only tardies which will be excused will be those accompanied by written notice from the doctor and/or court stating the date and time of appointment. We will no longer clear period 2 tardies due to traffic unless there is an emergency, and, if this is the case, an announcement will be made to let period 2 teachers know.

Consequences for tardiness are as follows:

### **PERIOD ONE AND TWO:**

*Tardy 1-5*

Student will be issued a warning.

*Tardy 6*

Student will be assigned a class period in OR. (This absence from class will count against the 15 days of absence that each student is allowed based on our attendance policy.)

At any time after tardy 6, lunch detention may be assigned at the discretion of the Administrator of Attendance when habitual tardies are noted. Multiple lunch detentions may be assigned as consequences when persistent tardies occur.

*Any Tardy Beyond 12*

Student consequence in addition to OR may include a parent phone call, or Saturday School assignment.

### **PERIODS 3 – 8:**

*Tardy 1 – 3*

Student will be issued a warning

*Tardy 4*

Student will be assigned a class period in OR. (This absence from class will count against the 15 days of absence that each student is allowed based on our attendance policy.) At any time after tardy 4, lunch detention may be assigned at the discretion of the Administrator of Attendance when habitual tardies are noted. Multiple lunch detentions may be assigned as consequences when persistent tardies occur.

*Any tardy beyond 10*

Student consequences in addition to OR may include a parent phone call, or Saturday School assignment.

\*Persistent tardies to the period following lunch will result in the revocation of a student's off-campus pass.

According to Education Code section 48260, any student tardy in excess of 30 minutes will be considered absent. If this occurs on each of more than three days in one school year, the student may be considered a truant. In an attempt to speed up the process, we use a computer that will read student bar codes. This cuts down on the time it takes to process the tardy students.

Thank you for your continued support in this matter. The intent of the **tardy** and **attendance policy** is to emphasize the importance of class attendance and provide for greater student accountability for make-up work. It is not our intent to punish students who are ill or have family emergencies.