

JURUPA UNIFIED SCHOOL DISTRICT SECONDARY SCHOOLS' TARDY POLICY

In order to maintain a positive instructional climate, students are expected to be in class, on time, every period of every school day. Students must arrive to school and each class on time, which means students, must be in class prior to the ringing of the tardy bell. Students who enter school or their classroom after the tardy bell are considered tardy. Any student who is late must immediately report to their assigned classroom. Tardies will be marked in the attendance tab in the Student Information System by classroom teachers. Any tardy in excess of 30 minutes is considered a truancy under California Education Code 48260 (a). **Students arriving to school or class in excess of 30 minutes late must check in at the attendance office.** Students will be subject to the following assertive discipline steps for continued tardiness or truancy.

Unannounced tardy sweeps will take place throughout the school year. Students who are caught in the tardy sweep will be assigned an immediate consequence. It is extremely important that parents have a PARENT CONNECT account in order to track their student's attendance. Attendance is visible as soon as it is posted by the teacher. Parents are always welcome to come to the site and request attendance reports from the attendance office. Parents are responsible for ensuring that their students are on time to every class every school day.

1st Offense: Student is given warning from their teacher and be directed to arrive to class on time and attend each class on a daily basis.

2nd Offense: Student is given a warning and is once again directed to arrive on time and attend all classes in order to avoid any further tardies or truanancies. Student is advised of corrective options which will be utilized should the tardy or attendance problem continue. The tardy and the intervention will be documented in the Behavior Intervention tab visible to parents.

3rd Offense: Student is given a tardy notification form for parents to sign and return to school the next day and once again be directed to arrive on time and attend all classes in order to avoid any further tardies or truanancies. Student is advised of corrective options which will be utilized should the tardy or attendance problem continue. The tardy and the intervention will be documented in the Behavior Intervention tab visible to parents.

4th Offense: Student will be referred to the office for counseling. A phone call to parents will be made offering the opportunity for a parent conference. Student and parent will be advised of corrective options should the tardy or attendance problem continue. The tardy and intervention will be documented in the Behavior Intervention tab visible to parents.

5th Offense: Student will be assigned a detention at the discretion of the school administration. Students who fail to serve assigned detention will be subject to further disciplinary action. Students are responsible for making arrangements for transportation. Student will be advised of further corrective action should the tardy problem continue.

6th Offense: Student is placed on a contract and advised that subsequent violations will require parent conference. Student is assigned **detention during the morning of a late start day (students must arrive for detention at the regular school start time).** Students who fail to serve assigned detention will be subject to further disciplinary action. Students are responsible for making arrangements for transportation.

7th Offense: Student is assigned **one (1) Saturday School or half day (1/2) of On Campus Detention (OCD) at the administrator's discretion.** Students who fail to serve assigned Saturday School or OCD will be subject to further disciplinary action. Student may have off campus lunch privileges revoked for the remainder of the current semester, lose the opportunity to participate in extra-curricular activities (i.e. dances, field trips, rallies). A parent/student/teacher conference will be held with school authority to create an attendance support plan to be implemented immediately. Students on an inter- or intra- district transfer will be notified of their potential for having the transfer revoked at the next grading period due to attendance non-compliance.

8th Offense: **Student's parent or guardian will be required to attend school with their child to ensure they arrive on time to each class as per board policy 5144.4.** At the end of the day, a parent conference will be held to assess the attendance support plan put in place to address the tardy problem. Student Attendance Review Team (SART), Youth Accountability Team (YAT), Youth Court and Parenting Class referrals will be submitted on a case by case basis. Members of JUSD's Child Welfare and Attendance Department as well as a representative from the District Attorney's office will be invited to attend. Student and parent or guardian will be advised

of corrective options should the tardy problem continue. Students on an inter- or intra- district transfer will be notified of their potential for having the transfer revoked at the next grading period due to attendance non-compliance.

9th Offense: Student is assigned **(1) Saturday School**. Students who fail to serve assigned Saturday School or OCD will be subject to further disciplinary action. Students who fail to serve assigned Saturday School or OCD will be subject to further disciplinary action. Student will be **RESTRICTED** from attending after school activities for the remainder of the current semester or until the student has successfully completed participation in Corrective Options (see below). Parent is notified and informed of disciplinary actions and restrictions at a parent conference with school and district officials.

RESTRICTED ACTIVITIES INCLUDE BUT ARE NOT LIMITED TO:

ATTENDANCE AT EXTRA CURRICULAR/AFTER SCHOOL ACTIVITIES INCLUDING: DANCES (i.e. HOMECOMING, WINTER FORMAL, PROM), FIELD TRIPS, ATHLETIC EVENTS, PERFORMANCES, AND SENIOR ACTIVITIES

CORRECTIVE OPTIONS:

Student options that will clear prior tardies or truancies on their attendance record.

- Tardy free for ten (10) consecutive school days = Student will move back (1) step on the Tardy Policy outlined above.
- Student volunteers and successfully completes Community Service(outside of regular instructional time) = Student will move back one (1) step on the Tardy Policy outlined above (Each 30 minutes increment of successful completion in campus beautification = Student will move back one (1) step on the Tardy Policy)
- Student volunteers and successfully completes attendance in one Saturday School = Student will move back five (5) steps on the Tardy Policy outlined above (clears five (5) tardies)
- All students with NO tardies will be entered into the Monthly PBIS Raffle to win special prizes

Students who arrive after the instructional day has begun on late start days will automatically be assigned a detention. The late start day calendar and bell schedule can be found in the student handbook and on the school webpage. Continued late arrival on late start days will result in assignment of a regular day schedule on these days.

BE ON TIME !