



**Jurupa Middle School
2019-2020 Tardy Policy**

In order to maintain a positive instructional climate, students are expected to be on time to class every period of every school day. Students must arrive to school and each class on time: 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 tardy must report to their assigned classroom immediately. 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 truant under California Education Code 48260 (a). **Students arriving to school in excess of 30 minutes late must report directly to the attendance office. Students arriving to class periods 2-6 in excess of 15 minutes must report directly to the attendance office.**

Students may be subject to the following progressive discipline steps for continued tardiness or truancy:

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

2nd Offense: Student is given a warning and teacher-issued consequence.

3rd Offense: Student is given a teacher-issued consequence and teacher will notify parent/guardian of tardies. The notification home will be documented in the Student Information System.

4th Offense: Student will be referred to the office for a visit with his or her counselor. Student will be counseled regarding the importance of arriving to school on time and will review corrective options, then issued a lunch detention. A phone call will be made to parent/guardian offering the opportunity for a parent conference. The phone call home and conference will be documented in the Student Information System.

5th Offense: Student will be referred to the office for a visit with his or her counselor. Student will be issued a discipline Saturday School. A mandatory parent conference will be scheduled and an Attendance Contract will be reviewed. This will be documented in the Student Information System.

*Unannounced Tardy Sweeps may take place throughout the school year. Students who are caught in a Tardy Sweep will be issued an immediate consequence.

**Tardies reset at the beginning of each semester.