

# TARDY POLICY

As per California Ed. Code 48260:

- Tardy = late to class up to 29 minutes.
- Truant = late to class 30 minutes or more or no show to class without verified valid excuse.

Student	Teacher	Administration	Recovery
	<ul style="list-style-type: none"> <li>▪ Educate Students on Tardy Policy</li> <li>▪ Tardy Policy on Syllabus</li> <li>▪ Tardy Policy to Parents:               <ul style="list-style-type: none"> <li>○ Parent Signature – Understanding of Tardy Policy returned to Teacher</li> </ul> </li> <li>▪ Review Tardy Policy Monthly</li> </ul>		
1 <sup>st</sup> Tardy in Classroom	Conference: <i>“I noticed you were late. I care about you and getting the maximum out of my class.”</i> (Documentation)		
2 <sup>nd</sup> Tardy in Classroom	Conference: <i>“I noticed you were late. I care about you. Is there anything I can do to help you with getting to class on time?”</i> (Documentation)		
3 <sup>rd</sup> Tardy in Classroom	Parent/contact: <i>“I note that _____ has been late to class on 3 occasions. How can we work together to get _____ to class on time?”</i> (Documentation)		
5 <sup>th</sup> Tardy in Classroom	Referral to Assistant Principal (Referral serves as documentation)	<ul style="list-style-type: none"> <li>▪ Parent Contact</li> <li>▪ Saturday School</li> </ul>	
<b>Tier 1</b> = 10 total tardies		<ul style="list-style-type: none"> <li>▪ ARIES tardy letter at 10 total tardies</li> <li>▪ Parent Contact</li> <li>▪ Saturday School</li> </ul>	
<b>Tier 2</b> = 15 total tardies		<ul style="list-style-type: none"> <li>▪ ARIES tardy letter at 15 total tardies</li> <li>▪ Violation of Ed. Code 48263 – irregular attendance or habitually insubordinate:               <ul style="list-style-type: none"> <li>○ Telephone conference informing parent of ISAP + SART conference scheduled</li> <li>○ SART Conference upon re-entry. Student remains in ISAP until SART Conference                   <ul style="list-style-type: none"> <li>▪ SART Agreement including verbal &amp; written warning of loss</li> </ul> </li> </ul> </li> </ul>	

**La Costa Canyon High School**  
**Climate Committee**

		of privilege	
Tier 3 = 20 total tardies		<ul style="list-style-type: none"> <li>▪ Violation of Ed. Code 48900 (k) – defiance:               <ul style="list-style-type: none"> <li>○ Home suspension</li> <li>○ Conference informing student of loss of privilege &amp; how to recover</li> <li>○ Loss of privileges for 4-weeks. Privileges lost include, but not limited to:                   <ul style="list-style-type: none"> <li>▪ Dances</li> <li>▪ ASB events</li> <li>▪ Character awards</li> <li>▪ All extra-curricular activities (i.e.: athletics, performances, club activities, etc.)</li> <li>▪ Parking in student lot</li> <li>▪ Off campus lunch pass (depending on Food Services ability to use carts inside gates instead of gym snack bar)</li> <li>▪ Field trips</li> </ul> </li> <li>○ Mandatory after school Academic Improvement Resource 2 times a week (with sign-in sheet) for remainder of quarter</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ During 4-Week Tier 3:               <ul style="list-style-type: none"> <li>▪ No tardies</li> <li>▪ 2 mandatory Academic Improvement Resource per week</li> <li>▪ No referrals of any kind</li> <li>▪ Student responsible to bring check off form verifying attendance at tutoring</li> </ul> </li> <li>▪ Students who recover revert to Tier 2B</li> <li>▪ 1 additional tardy = Tier 3B for remainder of semester</li> <li>▪ Start of second semester, all students start at 0 tardies</li> <li>▪ <b>Students who do not complete above requirements remain on Tier 3</b></li> </ul>