

VAN NUYS HIGH SCHOOL TARDY POLICY

The tardy policy at Van Nuys High School is designed to promote student achievement by reducing the amount of instructional time lost. This tardy policy reinforces the importance of regular attendance and punctuality as factors that will improve student achievement. **All students should be on time to 1st Period, which begins on school days at 8:30 a.m., and on time to each class during the school day.**

This policy is in effect for all periods for unexcused tardies. A first bell will warn students before each period that they have only one minute to get to class. After the tardy bell (second bell), teachers will close and lock their doors for the first 10 minutes of each class. All students who are tardy will report to the designated locations for a tardy pass. Teachers should only admit students with valid passes. Teachers should not issue passes during the first 10 minutes and last 10 minutes of class. Tardy sweeps will be conducted frequently as needed. Enforcement of this tardy policy is a schoolwide effort involving all students, teachers, parents, counselors and administrators. Consistent implementation will decrease tardiness and increase student achievement.

Number of Unexcused Tardies	Consequence	Who is Responsible:
1	WARNING: Automated phone call home	Attendance Office
2	WARNING: Automated phone call home	Attendance Office
3	WARNING: Automated phone call; Email sent home. <i>Additionally, teachers may communicate by phone or Schoology that the student has been tardy and the impact of tardiness on work habits and cooperation.</i>	Attendance Office; Teacher
4	STUDENT/PARENT CONTACT with counselor to discuss issue.	Student; Parent; Counselor
More than 4 TARDIES triggers DETENTION, plus the following consequences		
5	1 HOUR AFTER SCHOOL DETENTION; Student works on assignments, test prep, etc.	Student; Teacher-volunteers; Counselor; Dean; Administration
6	PARENT CONFERENCE; Student and parent sign a contract acknowledging chronic tardiness and the possible loss of privileges if behavior does not change.	Student; Parent; Magnet Coordinator; Dean; Administration
7	1 HOUR AFTER SCHOOL DETENTION Student will reflect on behavior. May include Campus Beautification.	Student; Parent; Magnet Coordinator; Dean
8	TARDY CIRCLE SEQUENCE Discuss changing/modifying behaviors for academic success.	Student; Dean; Restorative Justice
9 or more	Loss of school activity privileges Detailed in student contract.	Student; Magnet Coordinator; Dean; Administration

REDEMPTION

Students may arrange with the Dean to complete the following activities, which will result in unexcused tardies erased from student record:

Number redeemed	Activity
-1	Attend Lunch Detention one time; Complete reflection activity (Temporarily Suspended)
-3	Attend 1 Hour After School Detention one time; Complete reflection activities
-5	Attend Tardy Circle Sequence ; Complete personal attendance plan