

EMUHSD Tardy Policy

Our mission is to foster a respectful and efficient learning environment through a tiered tardy policy system that engages multiple stakeholders and ensures meticulous record keeping and documentation. By initiating multiple contacts, we aim to promote accountability, support timely attendance, and enhance overall educational outcomes. Through accurate tracking and transparent communication, we strive to address tardiness proactively and equitably, reinforcing the importance of punctuality and commitment to academic success.

TIER 1

Classroom Interventions

- **Tardies 1-3:** Verbal Warnings
- **Tardy 4:** Teacher & Student Conference
(**TeacherVue-Minor Incident**)
- **Tardy 5: Teacher Message Home; parent square, email, phone call. (TeacherVue- Minor Incident)**
- **Tardy 6:** Tardy Reflection: Provide the student with the Classroom Reflective Assignment QR code to complete. Task is to be completed outside of instructional time. (**TeacherVue - Minor Incident**)
- **Tardy 7:** Live call home and conversation with parent/guardian (**TeacherVue - Minor Incident**)



TIER 2

Counselor Interventions

- **Tardy 8:** Assess & Reflect w/Counselor (Parent Notification)
 - Assessment for student and home wellness, possible referral to Wellness Center
 - *Initiate Check In/Check Out (CICO) - use google chat to digitally check in with a student on a regular basis*
- **Tardy 9:** Lunch or After school reflection assignment with date to Complete (Parent Notification)
- **Tardy 10:** Saturday Program Assignment (Parent Notification)
 - If student fails to attend Saturday school, parent conference.
- **Tardy 11:** Parent/ Student /Counselor/CWA Conference
 - Inform student of possible Activities Probation
 - Complete SART contract



TIER 3

CWA Interventions

- **Tardy 12:** Activities Probation
 - Hold parent conference to place student on activities probation, agreement signed.
- **Tardy 13:** Triggers activities restriction
 - Inform Activities, Instruction Office / Advisors / Coaches / Field Trip Sponsors of probation status
- **Tardy 14+:** Review case for alternative placement, DARB, activity restriction

Important Notes

- The tardy interventions are not cumulative across classes, they are per period.
- Tardy procedures restart every semester.
- Students will be on 'Activity Restriction' when a student has more than 7 Saturday Schools.
- Chronic Tardiness to multiple classes will result in a parent conference for a SART contract
- *Continued Chronic Tardiness* to multiple classes may result in a referral to DARB
 - Behavior, academics, disciplinary infractions, credit deficient.

A CWA may intervene at any point throughout this process if a student is identified as a Chronic Absentee for a second month in a school year or accumulates 4 absences or more in any given month.