



# Vista Heights Middle School

*Home of the Blackhawks*

Jamie N. James, Assistant Principal • Dr. Steven K. Stewart, Principal • Derek T. Reynolds, Assistant Principal

## STUDENT TARDY POLICY CONTRACT

- Students not in the classroom before the bell rings are considered tardy.
- Students reporting to school late must check in with the main office. It will be excused if students bring in a note from parent, parent calls, or parent walks in with student.
- Excessive excused check-in's will be addressed by the tracker/administration.
- Missed detentions will result in double time.
- Consequences for unexcused tardies include the following:

# of Total Tardies Per Term	Consequence	Referred to
1	Student warned, reads and signs the <i>Student Tardy Policy Contract</i> showing they understand what is expected of them.	Student Advocate
2	Student Advocate phone calls parent(s). Parent is notified that on the next tardy they will need to sign attendance contract.	Student Advocate
3	Parent is required to sign a contract. Student serves 30 minutes lunch detention if parent does not sign and return contract within 3 days.	Student Advocate
4	Student phone calls parent(s) and is assigned a 30 minutes lunch detention.	Student Advocate Student
5	Administrator phone calls parent(s) and student is assigned a 30 minutes lunch detention.	Administration
6	Parent – student – administrator meeting. Student is assigned two 30 minutes lunch detentions.	Administration
7	Parent is contacted and student is assigned to ISS for the day.	Administration
8	Out-of-school suspension, referral to Truancy School during TEAL time, reinstatement meeting with Administration.	Administration
Single Class Truant	Time for time: One truancy detention per period missed during TEAL time. Student serves two 30 minutes lunch detentions. Parent is informed.	Administration Student Advocate
All Day Truant	Send home Utah Code Letter-Law regarding compulsory education. Possible in or out of school suspension. Phone call/meeting with parents. Student is referred to conference with Counselor	Administration Counselor
Continued Truant	Referral to Truancy School and/or court	Administration

I, \_\_\_\_\_ (grade) \_\_\_\_\_, understand that part of VHMS's code of conduct is to encourage responsible participation in society. That is why they want me to be to class on time. I have read VHMS's Tardy Policy. I understand my responsibility to be in class on time, as well as the consequences associated with failure to abide by this policy.

**I COMMIT TO BE ON TIME TO EACH ONE OF MY CLASSES**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date