

Tustin Unified School District
Elementary Attendance and Tardy Procedures

The Board of Education believes that regular and punctual attendance in school is essential to a student's success. Absence from school is one of the greatest contributing factors to unsatisfactory schoolwork. Pupils are required by law and Education Code 48260 to attend school punctually and regularly. Any pupil subject to compulsory full-time education who is absent from school without valid excuse three days in one school year or tardy for more than 30-minutes during the school day without valid excuse on three occasions in one school year is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

Regular attendance at school is important for every student for the following reasons:

- Students need to be in class to learn.
- The teaching-learning process builds on lessons previously taught.
- Lessons often involve hands-on activities, which cannot be duplicated with paper and pencil assignments outside of class.
- Students who miss a day of school suffer because that day of instruction cannot be retrieved.
- Students develop the habits of good attendance and punctuality for future careers.
- School funding is dependent on student attendance.

Excused Absences (defined by school laws of the State of California) are absences for illness; medical, dental or optometric appointments; or attendance at a funeral service for a family member. If a student is out ill 3 or more consecutive days, the school may request a doctor's note to verify the absence.

Unexcused Absences are absences for any reason other than those listed as an excused absence.

Consequences for Truancy or Absence: On the student's first day back to school after an absence, the student must bring a signed written note from his/her parent/guardian which lists the date of the absence and the specific reason for the absence. In lieu of a written note, a parent/guardian may call the school office or e-mail the school secretary.

Further monitoring includes:

3 unexcused absences	Letter sent home
6 unexcused absences	Letter sent/parent conference
After 9 unexcused absences	Letter/Habitual Truant Classification/ Truancy Conference

Unverified Absences: If a parent does not contact the school regarding their child's absence within 3-5 days of a student's return to school, the absence will be recorded as unexcused.

REPORTING AN ABSENCE

Parents must report an absence within 3-5 days by reporting the child's name, grade, reason for the absence and your relationship to the child, one of the following ways:

- Call the school office 714-730-7580.
- Email LHall@tustin.k12.ca.us
- Send a written note to the front office

Illness and doctor/court appointments are considered "excused." Students going to the doctor must get a note from the doctor verifying the visit. All other absences are considered "unexcused" and should be avoided. Children should not be sent to school when they are ill. Children must be fever free (under 100 degrees) for 24 hours before returning to school. It is a parent's responsibility to pick up their student in a timely manner if they are being sent home from school due to illness. An authorized adult, at least **18 years of age with a photo ID**, must sign the student out of school in the front office in the event the student needs to leave during school hours. Students are not allowed to leave on their own under any circumstances. Students should never use a cell phone to contact parents to pick them up.

TARDIES

We have a 5 minute warning bell at 7:55. Students should be lined up in an orderly manner with their class when this bell rings. The start of school bell rings at 8:00. Any student who arrives on campus after 8:00 am must go to the office for a tardy slip. It is critical that all students are in the habit of arriving at school on time and ready to learn. Any student tardy for more than 30-minutes during the school day without valid excuse on three occasions in one school year is a truant and shall be reported to the attendance supervisor or to the superintendent representative of the school district.

Excused Tardies

- Medical or dental appointments for the **student only**. (Must return with note.)
- Sick/not feeling well
- Immediate family member funeral
- Court appearance

All other reasons for tardiness are unexcused. Unexcused tardies count against perfect attendance. Any student tardy 15 minutes after the start of school, 8:00 am, must have a parent walk the student into the office to get a tardy slip.

Note: A student is considered tardy if he/she arrives after the start of school bell rings at 8:00.

Early Release (30 minutes or more)

According to District policy, early release from school is monitored and reviewed. Students leaving school 30 minutes or more, must have a valid excuse or they will be marked Unexcused-Early Release.

Excused – Early Release

- Illness (sent home from health office)
- Doctor Appointment (must return with a doctor's note)
- Court Appearance
- Funeral

Students leaving 30 minutes or more will be marked – Excused Early Release.

Unexcused – Early Release are absences for any reason other than those listed as an excused absence.

Examples:

- Personal
- Trip
- Vacation
- Birthday

Students checked out of school for invalid reasons will be marked as Unexcused Early Release.