

**Solana Beach School District**  
**Tardy Policy**

Tardies affect continuity of instruction and academic success of students; therefore all students are expected to be on time each school day. Every teacher on campus will adhere to this policy in determining a student's citizenship standing each trimester.

**Tardy Policy for Students in Grades K-6**

*Students are required to attend school and classes on time each day. Punctuality is a measure of responsibility and the Governing Board of Solana Beach School District deems it important that all students learn the value of being punctual.*

Students tardy to school must obtain a Tardy Admission Slip at the school office before going to their class. Students are considered to be tardy if they are not in their seat prepared to work before the bell rings for any period. The tardy admission slip will be sent home with the student at the end of day.

Justification for tardiness is very limited. Tardies will be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administrative regulation 5113 and Education Code 48205. Class participation is an integral part of students' learning experiences. Parents/guardians and students are strongly encouraged to schedule medical appointments during non-school hours.

**A written excuse, signed by the parent/guardian, will be necessary if tardy is deemed an unexcused absence.**

*Education Code 48205*

*A pupil shall be excused from school when the absence is:*

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

A note from the physician may be required when an excessive number of medical excuses are noted.

Excuse notes must be collected and kept on file in the attendance office within two (2) days of the tardy occurrence to be valid. A tardy will be considered unexcused if a written excuse by the parent/guardian is not provided to the attendance office within two (2) school days.

Tardies will accumulate during the school year. Students begin each year with zero accumulated tardies. For each tardy that occurs within a school year, the following consequence(s) will apply:

1-3 <sup>rd</sup> Tardy	Teacher conference with student
5 <sup>th</sup> Tardy	Student conference with Principal and Telephone call to Parent
6 <sup>th</sup> Tardy	First Truancy letter and Soft Truancy Booklet sent home
8 <sup>th</sup> Tardy	Second Truancy letter and Parent conference scheduled
10 <sup>th</sup> Tardy	Referral to School Attendance Review Team (SART) through the San Diego County Office of Education

Thank you for helping our students succeed!



## TARDY/TRUANCY POLICY

Students are required to attend school and classes on time each day. Punctuality is a measure of responsibility. The Governing Board of Solana Beach School District deems it important that all students learn the value of being punctual (Board policy and administration regulations 5113 and Education Code 48205).

**Students are considered to be tardy if they are not in their seat prepared to work before the bell rings. Students are required to obtain a Tardy Admission Slip before going to class.**

The following procedures will be followed to insure student's attendance:

