



ATTENDANCE GUIDELINES

To report an absence, please contact Erika Ortega at eortega@tustin.k12.ca.us or by phone at (714) 730-7573 ext. 84102

Regular attendance is essential to your student's success in school. The California Education Code, Section 48200, makes full time education compulsory for children from ages six to sixteen. It is the legal responsibility of parents or guardians to see that their school-aged children attend school every day, unless they have a valid excuse. Family trips during the school year are strongly discouraged. Each day that a student misses instruction, negatively impacts his/her learning. Please plan trips during the school breaks only.

SCHOOL DAY

The school day begins at 7:50 AM and ends at 2:29 PM with the exception of Late Start Wednesdays, school hours are 8:50 AM and ends at 2:29 PM. Students are expected to be in their classrooms by 7:50 AM and will be considered tardy if they arrive after that time. Students are requested to arrive on campus no earlier than 7:30 AM and stay no later than 2:45 PM.

EARLY DISMISSAL/RELEASE PROCEDURES

If a student needs to leave school early for any reason, a parent/guardian must come to the office and sign the student out. Students will be dismissed from their classroom and released once the parent/guardian has arrived and signed out the student. To protect all students, students may only be released to people that have been listed on their emergency card.

PROCEDURE AFTER ABSENCE

When your child is absent, you need to notify the school office regarding the reason for the absence. A note, phone call, or office visit from the parent/guardian listing the date and reason for the absence are acceptable ways to have your student's absence cleared.

EXCUSED/UNEXCUSED ABSENCES

State law dictates the difference between an Excused Absence and an Unexcused Absence. Excused Absences include: student's illness, doctor's appointments, family bereavement, and religious holidays (as specified at <http://www.interfaithcalendar.org>). Unexcused Absences include situations not listed above such as, vacation, oversleeping, car trouble, and parent illness. Students who do not contact the office regarding their absence will be marked unexcused. Students with poor a poor attendance record will be referred to the School Attendance Review Board. Students who are not in attendance for one or more periods will receive a phone call home.

TARDIES

Students are considered tardy when he/she is not in his/her seat when the bell rings. Students arriving 10 minutes after the morning tardy bell must report to the Student Window for a tardy slip prior to reporting to class. Consequences for tardies are as follows:

1. Three tardies in a week to any class will result in a one hour detention.
2. Ten tardies in a month will result in a 2 hour block detention.