



Date: 08/19/14

To: Lincoln Elementary School Parents and Students

From: Don Dargo, Principal

Re: Tardy & Leaving Early Policy

Tardy Policy:

The initial warning bell for school to begin is at 8:17 AM, followed by the final bell for all children to be in class at 8:20 AM. Unfortunately many of our children have been arriving at school on a regular basis after these times, and are missing the most important instructional part of the day. Therefore, Lincoln Elementary School has enacted a tardy policy with the following provisions:

1. All children arriving to school after 8:20 AM will be considered tardy.
2. Per trimester, every child will be allowed 3 unexcused tardies. Children will start with “a clean slate” each new trimester.
3. Children with more than 3 unexcused tardies per trimester will serve 1 day of lunch detention for each day tardy.
4. Excused tardies will be for medical reasons and family emergencies only and may require proof such as a doctor’s note. If proof is not provided when requested, these tardies will be considered unexcused.
5. Parents may serve their child’s detention for being tardy, provided they notify the school first.
6. Children with an excessive amount of tardies may be referred to the School Attendance Review Board for further action.

Leaving Early Policy:

Students are expected to be on time daily and stay for the entire day. It is in violation of school rules and State law (Education 48200) if a child is tardy or leaves early without a note or phone call verifying a valid excuse. Tardy and leaving early are excused only for the same reasons as legal absences. In addition, if a student is absent for more than any 30 minute period during the school day without a valid excuse, this is also a violation of school rules and State law (Ed. Code 4820). If your child is leaving school early on a regular basis without a valid/legal reason, the school site will address the problem first, followed by issuing a referral to the district attendance office and eventually, the School Attendance Review Board for further action.