

## Poly Attendance and Tardy Policy 2022-23

(Revised: 10/29/2022)



*Ed Code 48200: Each person between the ages of 6 and 18 years not exempted under the provisions of this chapter is subject to compulsory full-time education. Each person subject to compulsory full-time education and each person subject to compulsory continuation education not exempted under the provisions of Chapter 3 shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residence of either the parent or legal guardian is located. Unless otherwise provided for in this code, a pupil shall not be enrolled for less than the minimum school day established by law.*

Based on Ed Code 48200, there is not any statutory authority that allows any LBUSD staff member to ban a student from a classroom due to being late to class. With this in mind, Poly HS will implement the following attendance/tardy support procedures to ensure that all students are able to attend class upon their arrival to campus.

### Gates and Jack Rabbit Main Entrance Procedures:

- Students will be welcomed at all gates until the posted gate closure times:
  - Periods 1 & 2:** 8:50 a.m.
  - Periods 3 & 4:** 10:26 a.m.
- Jack Rabbit Main Entrance (JRME) will remain open to welcome all students throughout the day.
- Students who arrive tardy to campus are encouraged to arrive with a parent excusal note. Notes will be verified by the Attendance Office.
  - Students **with verified parent notes** will be marked **late excused**.
  - Students **without verified excusal notes** will be marked **late unexcused**.

### Classroom Teachers:

- **Monitor the hallway** by your room and encourage students to move to class.
- **Meet and Greet** students positively at the door and as they enter your classroom.
  - \*\*\* Please do not shut and lock your doors to incoming students.
- **Provide a positive interaction** with incoming tardy students; provide a delayed intervention.
- **Keep all students in class** during the 1st and last 10 minutes of class.
- **Require that each student sign in and out** when they leave the classroom.
- **Provide each student with a written pass** if a student leaves the classroom for any reason.
  - \*\*\* Only 1 student should be out of class at a time.

### Tardy Sweep Team:

- **Arrive promptly** to your assigned tardy sweep area.
- **Encourage** students to move to class.
- **Notify CSAs and/or Administration** if students need behavior redirection.

### CSA Team:

- **Sweep assigned buildings** multiple times throughout each period.
- **Monitor and clear assigned bathrooms** multiple times each period.
- **Escort lingering students and/or students without passes** back to their classrooms.
- **Identify students who are repeatedly out of class** and provide those names to administration for followup.
- **Sweep students who need behavior redirection** into Solutions for administrative followup.

### Leadership Team:

- **Help sweep assigned buildings** at the beginning of each period.
- **Help escort lingering students and/or students without passes** back to their classrooms.
- **Sweep students who need behavior redirection** into Solutions for administrative followup as needed.