

Tardy and Truancy Policy

Education Code 48200 stipulates that each person between the ages of 6-18 years of age, with some exceptions under provision of this chapter, is subject to compulsory full-time education. Each parent, guardian, or other person having control of any child between the ages of 6 and 18 years, not exempted from compulsory education, is responsible for the student's attendance in a full-time education program.

At College Park High School, we expect all students to maintain regular school attendance because when students miss a learning opportunity, that learning opportunity cannot be duplicated simply by making up missed work. If a student fails to comply with the tardy and attendance policy consequences have been put in place in order to help rectify the situation. Listed below are the Tardy and Attendance Policy guidelines used at College Park High School

TARDY POLICY

When the student's tardiness is deemed excessive, the student's parent/guardian will be contacted and detention will be assigned. Clearly, it is the responsibility of the student to check with the teacher to make sure that an "absence" is changed to a "tardy" whenever a student comes in late for whatever reason.

Administration will assign progressive penalties for tardies as follows:

- A 45 minute detention is assigned after 5 tardies
- Saturday school (based on missed detentions) and/or added to the Activity Restriction List
- SART / SARB (as appropriate)
- Parent and student meeting scheduled with counselor and/or administrator.
- 15 day / 30 day activity restriction, including extra-curricular activities/athletics or until detentions and/or Saturday schools are served

Definition of Attendance Terms

SART Level 1	Letter 1: sent to parent/guardians after 3 unexcused periods of absence or 3-full days of unexcused absences.	A letter is sent home informing parents and a meeting may be requested.
SART Level 2	Letter 2: sent to parent/guardians after 6 unexcused periods of absence or 6-full days of unexcused absences.	A mandatory meeting is held at school to discuss the student's attendance. At that meeting, a Saturday School detention is assigned to the student and the student is placed on SART Level 2.
SART Level 3	Letter 3: sent to parent/guardians after 9 unexcused periods of absence or 9-full days of unexcused absences.	Parents/Guardians and the student are requested to attend a SART meeting at the district office. This places the student on the SART Level 3 which places the student on the restriction list.
SART Level 4	Letter 4: sent to parent/guardians for 10 or more unexcused periods of absence or 10-full days of unexcused absences.	At the recommendation of the SARB Panel, the student may be sent to Juvenile Court. This places the student on the SART Level 4 which continues the student on the restriction list.

Detention - A 45 minutes after school consequence assigned by an administrator.

Saturday School - A 4-hour consequence on select Saturdays. Saturday school is typically used for truancies (which will clear a one day full truancy/absence). Saturday School may also be used as Other Means of Correction (OMC) for disciplinary consequence.

SART - School Attendance Review Team is established at school sites in order to intervene with attendance and behavior problems at an early stage, before they escalate. The SART team usually includes site administrator, counselor, child welfare and attendance worker, student, parent/guardian.

SARB - Student Attendance Review Board intervenes once attendance problems escalate. This team includes the same member as SART but also involves district administrators and student services staff.

Activity Restriction - Includes any extra-curricular activity affiliated to school. This includes, but is not limited to, athletics (practice and games), band, choir, drama, and dances.

Truancy-Either a full day absence that does not meet the criteria of being excused or a 30+ minute unexcused tardy.

Truant - Pursuant to Education Code 48260 Any student subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.