

Liddell Elementary School

Attendance Rules & Regulations

Tardiness and Absences:

1. A student who is less than 30 minutes late to school will be considered TARDY and **MUST** check in with the front office before attending class. Attendance is taken by all teachers at 8:45am; therefore, a student who does not check into the office will be marked absent.
2. A student who is more than 30 minutes late to school will be considered UNEXCUSED TARDY. Three unexcused tardies equal one absence.
3. Absences must be cleared within 72 hours to exclude a mark of ALL-DAY TRUANT on your student's transcripts. After 72 hours a medical note must be received for clearance.

Early/Late Pick-up:

1. All students must be signed out in the front office if they are being picked up before the school day ends. All parent/guardians picking up must have a valid driver's license and must be over the age of 18. **Please note:** Our new safety check-out system will NOT allow you pickup without a driver's license.
2. Early pick-up is documented in the student transcript unless a valid medical note is received.
3. All students must be picked up on time at the end of the school day. Students left at school after the pick-up time will be in the front office. After a parent/guardian is 20 minutes late, the student will be taken to Campus Connection and a fine will be assessed to the student's transcripts. **Please note:** Unpaid fees incurred during the school year will result in the student NOT receiving their end-of-year report card.

Excessive Illness:

A student is allocated 10 illness days per calendar school year. After the 10th illness, a medical note will be required for ALL illnesses following this date.

Extra-curricular Activities:

A student **MUST** be present at school for at least half of the school day in order to participate in extra-curricular activities such as sports, band, club functions, etc. on the day in question.

(Education Code 48200 – This is a compulsory school attendance section which mandates school attendance for youths between the ages of 6 and 18 years. It also mandates that parents or guardians send the pupil to school.)

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***Please sign* and detach the bottom portion and return to your child's teacher or the front office acknowledging that you have read and understand the above listed rules and regulations. Please save the above portion for reference.**

Student Name: _____ Teacher: _____

Parent Signature: _____ Date: _____