



**ATTENDANCE POLICY AND
PROCEDURES**

When Student's are Absent

Absences must be reported and cleared, otherwise they will be considered truanancies. Any un-cleared absences will be considered truant after 3 days. Once truant it cannot be changed.

1. A telephone call is the best way to report your student's absence. Please call (805) 497-7264 and press 1 for Attendance Line. Please call each morning of the day your child will be absent. Your student will NOT need to bring a note if you've notified us by phone.
2. A written absence note should be presented to the Attendance Office when returning (if no phone call was made).
3. When a student has had 14 absences in the school year for illness verified by excused methods listed, any further absences for illness shall be verified by a physician (CVUSD AR5113).
4. Students with absences over 10% will be referred to the district CVUSD SARB committee.

Messages or Notes should include the following

- Student's full name
- Student's grade
- Current date
- Date(s) of absence
- Reason for absence
- Parent/Guardian name/signature and contact number.

Excused and Unexcused Absences

Excused absences:

- Personal illness or injury.
- Medical or dental services.
- Quarantine or Immunizations.
- Attendance at funeral services for a member of the immediate family.
- Attendance at events sponsored by the school.
- Work permit (proper documentation required).

Unexcused Absences: Examples of unexcused absences are: student overslept, traffic, had a flat tire, had to take care of personal or family business, family vacations, etc.

When Students Arrive Late

For late arrivals, students must check in at the Attendance Office to sign in, even if they arrive during passing period or lunch. A note from parent/guardian, or doctor's office is required explaining the late arrival. Due to the busyness of the front office we cannot accept phone calls explaining late arrival in a timely and verified manner.

Early Release

In all cases, be prepared to show photo I.D. **The name on your photo I.D. must match our Q records to prevent any delays**

We understand that there may be times during the year when it is necessary for a parent/guardian to take their student from school for part of the day.

For a scheduled appointment, please call the attendance line and leave a message in the morning. You may also send your student to school with a written note including:

- Date
- Student's name
- Time to sign out
- Reason
- If applicable, permission for release to a specific, named emergency contact. *Note: the contact must already be listed on the student's Emergency Contact Form.*
- Signature of parent or guardian and contact number.

Parents who have left messages will have their student summoned at the time indicated to meet at the front office and sign out their student. Students with written notes, will bring their note to the front office for verification in the morning. Students with written notes may sign themselves out and meet their parent at the gate/parking lot.

Parents who come to sign their student out of school without a note or phone call will need to come to the office, show ID, and wait while their child is summoned from class. Please plan your appointment times accordingly. Summoning your child to the office can take 5-15 minutes. Last minute phone calls to the office saying you are coming now cannot be accommodated.

Any person signing out a student must be listed on the student's emergency card and over 18. **Written permission must be explicitly stated for an emergency contact to sign out your child. We cannot release students to emergency contacts without prior specific, written parental/guardian consent. This is a district policy.**

Planned-Absences

Upon advanced written requests by the parent/guardian and the approval of the principal or designee, justified personal reasons may be excused (CVUSD AR5113). If there are extenuating circumstances that your child must miss school that do not fall under excused reasons, please email Cherie Goerisch at cgoerisch@conejousd.org to explain your situation and to sign paperwork at least two weeks prior to the date of absence.

Make-Up Work Requests

Students have one day to make up the work for full credit for each day missed. Students or parents may email teachers for course work if the student has missed three (3) or more days of school. All work will be held in the front office for pick up. It is the responsibility of the student to make arrangements for the completion of make-up work.

Redwood's Attendance Clerk at (805)-497-7264 ext. 1004 can answer specific questions regarding your child's attendance.