

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.



Attendance Policy and Procedures

When Students are Absent

Absences must be reported by a parent/guardian only. Absences must be reported and cleared, otherwise they will be considered truancies. 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 the 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.

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's necessary for a parent/guardian to take their student from school for part of the day.

For scheduled appointments, please call the office the morning of with the reason and time of departure.

Students will be released from class and meet their parent/guardian at the front gate.

Please plan your appointment times accordingly. Summoning your child to the office can take 5-15 minutes. You may call at least 1 hour ahead so that a summoning slip can be created before your arrival. We will work hard to get your child to the front gate in a timely manner, but we do not have the personnel to deliver last-minute slips without a wait.

If you're requesting your student to be picked up by another person who is not their parent/guardian, please make sure that the individual is on the emergency contact list and inform the front office.

Any other person signing out a student must be listed on the student's emergency card. **Written or verbal permission must be explicitly stated for an emergency contact to sign out your child.**

We cannot release students to emergency contacts without specific, written, or verbal parental/guardian consent. This is a district policy.

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 for a late pass, even if they arrive during passing period or lunch.

Please call the front office to explain the reason for your student's late arrival.