
Absence

If your child is absent, **CALL THE SCHOOL (252-7450) AND PRESS #6 TO LEAVE A MESSAGE.** Our policy is to call you on the day of the absence. **We appreciate it when you call us.** This assures the safety of your child and alerts his/her teacher early enough to make arrangements for homework, if requested.

We expect a written excuse on the day that the child returns to school.

Calling In Absences... Please keep your child home if s/he is ill. Students must be fever free for 24 hours after an illness to be sure that they are no longer contagious and will not suffer a relapse. Please read the medical article below for further information. If your child will not be in school for any reason, be sure to call the office. You can leave absence information 24 hours a day on our answering machine or during regular school hours.

Here are some guidelines when making a decision about school attendance. **A**

student should not be in school when s/he has:

- nausea or vomiting, or has vomited during the night.
- diarrhea
- frequent coughing or sneezing
- evidence of a communicable disease such as a rash, swelling, or unusual sores
- a temperature of 100 degrees or higher

It is important to keep your sick child home for the following reasons:

- To protect the sick child whose resistance is lowered and who is more susceptible to other infections.
- To protect the health of all children and staff at school.

Be sure that your children always come to school well rested, with nutritious snacks/lunches and with layered clothing for staying warm outdoors.

- Arrive at school on time (8:15-8:25 a.m.) and avoid routine medical appointments during school hours.
- Failure to follow district attendance procedures may result in a referral to the Student Attendance Review Board (SARB).

**Reminder:
Tuesday Dismissal...
All Students in grades 1-5 and
PM Kindergarten are dismissed at 2:00**

AM Kindergartens 8:30-11:40

ATTENDANCE POLICY FOR LONG TERM ABSENCES

The district is experiencing a large increase in students traveling for long periods of time. It is important that students be in school every day for the best learning to occur. While the district staff understands that sometimes family travel is necessary, the district cannot justify holding spaces for students with extended absences when other students are being bused to a school outside of their neighborhood.

Students who are absent for more than ten (10) consecutive days will be dropped from our roster. **(This includes Independent Study).** This regulation applies to all district schools including the alternative programs, Faria, Mandarin Immersion, Murdock-Portal, and McAuliffe. When the student returns, if space is available at his or her school, the student will be reinstated. If no space is available the student will be assigned to another school in the district where space is available.

Students must be in attendance on the last day of school to guarantee their place in the district for the following school year. If the student is ill, a parent/guardian must bring a doctor's note to the school office on the last day of school. The doctor's note CANNOT be mailed. If your child is absent for any other reason on the last day of school, their name will be dropped from the school roster. When the student returns at the beginning of the year, if space is available, the student will be reinstated. If no space is available, the student will be assigned to another school in the district where space is available.

Please also note that students who have an unexcused absence on the first day of school in August will be dropped from the school roster (vacations are unexcused). If the student is ill, parents must notify the school of the absence on the first day of school and may be asked to provide a doctor's note.

When you are making travel plans, please consider the possible ramifications. If you have any questions, please contact Student Assignment at (408) 252-3000, Extension 110.