

To report your child's absence:

- Call the school office at (909)591-2755
- Email Melinda at Melinda_Banchich@chino.k12.ca.us.

Absences must be called in to the school office within 5 days of the absence or it will be considered unverified, as per California Education Code.

Homework requests must be submitted to the office **by 9:00am** on the day of the absence.

ATTENDANCE

CVUSD and Howard Cattle's goal is to have 97.5% attendance to ensure the best education possible for all of our students. It is state law that all children attend school during the time that school is in session. Students who are absent cannot adequately make-up the instruction delivered by the teacher. In addition, tens of thousands of dollars of income are lost by the school district each year due to absences. This lost revenue could have been used to directly benefit the children at our school.

Education Board Policy AR5113 requires that "verification must be completed within five (5) school days of the student's return to school. On the sixth day, the absence becomes unverified and cannot be changed after this date."

EXCUSED ABSENCES

Per CVUSD Board Policy and Administration Regulations, **absence from school shall be excused only for health reasons (illness, quarantine; medical, dental, optometric, or chiropractic treatments) or attendance at a funeral service for an immediate family member (mother, father, grandparents, brother, sister or any relative living in the immediate household).** (California Education Code 46010, 48216, 48205) Students absent for the above reasons shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion, shall be given full credit earned.

UNEXCUSED ABSENCES

The following absences are unexcused: family vacations (exception is an independent study contract for five or more days), babysitting, shopping, helping parents in the home, and studying. Students who are absent for the above reasons

are considered Truant. Students who are found to be truant are not allowed to make up work. After three (3) unexcused absences or three (3) unexcused tardies exceeding 30 minutes, a **truancy letter** will be sent to the parent/guardian. (Education Code 48260)

Truant, unverified, unexcused, excessive excused absences, and tardies affect the student's education and increase the chances for failure. Tardies and pulling students out early interrupt the classroom and interfere with the learning environment for all students. Tardiness is a deterrent to success in school. A student who walks in late has not only missed some vital instruction, but has also disrupted the instructional process for the other students in the class. In addition, the minutes lost due to chronic tardiness can add up to days of missed instruction if they are multiplied over a long period of time. **Excused absences, unexcused absences, unexcused tardiness and early student checkout will cause a student to be ineligible for perfect attendance awards.**

Because good attendance is so important, the Chino Valley Unified School District has established the School Attendance Review Board (SARB) to correct attendance problems. When necessary, schools make referrals to SARB for excessive absenteeism. Referrals are generally made when: excused absences exceed 10-15 days, unexcused absences exceed 4-6 days, or tardies exceed 6-10 times. If SARB does not solve the problem, parents and students may be processed by the court system for violating compulsory attendance laws.

We do realize, however, that some absences and tardiness cannot be avoided. When your child is absent from school, please either call the Cattle office at (909) 591-2755, send a note with your child his/her first day back from being absent, or let us know via Cattle's website <http://chino.k12.ca.us/cattle>. If you need to report an absence before 7:30am or after 4:30pm, our office voicemail will take the message 24 hours a day. It is the parents' responsibility to contact the school in writing, by email (Melinda_Banchich@chino.k12.ca.us), or by telephone when their child is absent. Any student who arrives late to school, for whatever reason, must check in at the office before going to class.

If you would like to request homework for a day your child is absent, please do so when you call in the absence or by 9:30am. Any time after that does not allow the teacher enough time to prepare the homework.

SHORT TERM INDEPENDENT STUDY

Short Term Independent Study (I.S.) is primarily designed for the student who will be away for a planned absence. This absence is for a minimum of five days to a maximum of twenty school days. For Grades 1 – 6, four hours of work is required for each school day missed. Kindergarten is required to complete three hours for each school day missed. All work must be completed and returned to school the first day after exiting the I.S. program. The classroom teacher will give the assignments, assuring that appropriate work that meets Chino Valley Unified School District's standards is assigned.

To enter the I.S. program, parents must complete and sign the short term Independent Study contract a minimum of three working days prior to the absence. This may be done in the office with the help of the attendance staff or the I.S. Coordinator. This contract must be written and signed before the absence occurs and may not be altered or amended after the absence occurs. Students receiving credit for work completed will not be marked absent for those days.

This is a voluntary program that takes a commitment on the part of both parent and student. If you have any questions, contact the office staff or Independent Study Coordinator.