

# Coronado Unified School District

## Elementary School Attendance Policy

The Coronado Unified School District (CUSD) recognizes that there is no substitute for having students at school to receive instruction. We believe that parents, students, and all school personnel must be involved in pupil attendance. We strive to maximize students' instructional time in school, as such, students are expected to arrive at school on time, every day.

We are required by law to have school attendance procedures as well as consequences for school non-attendance. The following attendance policy is in effect at Silver Strand and Village Elementary Schools. It is important that students and parents understand and adhere to the elements in this policy. State law requires that all children ages 6 -18 shall attend school full-time and for the full-time designated as the length of the school day (EC 48200).

*Each student and parent is responsible for understanding and complying with the policy. Any questions about this policy should be directed to Site Principal, Assistant Principal or Attendance Clerk.*

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### Reporting/Verifying Absences

If your student is absent (or tardy beyond 30 minutes) from school, the parent or guardian is obligated report the absence or tardy to the school site. In order to ensure the safety of your child, we are asking parents and guardians to report all absences immediately - this will support our efforts in reporting timely and accurate information back to you regarding your child's whereabouts.

Please report absences immediately by calling our attendance line the morning of the absence. **All absences must be verified within 24 hours** by direct phone call or note signed by a parent/guardian and delivered to the attendance clerk, (CCR 5, 306). **After 24 hours**, all absences will be coded as unexcused. EACH day of absence must be called in and verified.

Silver Strand Elementary	(619) 522-8934, ext 4096
Village Elementary	(619) 522-8915, ext 5096

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### Excused Absences

Our attendance policy (in accordance with Ed. Code 48205) stipulates that absences can only be excused for the following reasons:

- (1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.

(4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

(5) For the purpose of jury duty in the manner provided for by law.

(6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.

(7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.

(8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district. [See Form Here](#)

(10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

(11) For the purpose of participating in a cultural ceremony or event.

(12)(A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.

(B)(i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one schoolday-long absence per school year.

(ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.

(13) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) For purposes of this section, the following definitions apply:

(1) A “civic or political event” includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.

(2) “Cultural” means relating to the habits, practices, beliefs, and traditions of a certain group of people.

(3) “Immediate family” means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

Our attendance policy (in accordance with Ed. Code 48205) stipulates that tardies can only be excused for the reasons listed in #1 above. Therefore, an unexcused tardy is the same as an unexcused absence.

Students who plan to leave campus for a medical or court appointment must follow proper procedures or risk being marked truant. Students are required to bring a note signed by a parent to the attendance office. A pass will be issued to the student’s classroom before their leave time. They may then be signed out by the parent, someone on their emergency card or someone with written permission. Any student leaving campus must report to the office **FIRST**.

When a student has had more than **5 consecutive days or 14 total EXCUSED absences** in a school year, any further absences for illness must be verified by a physician with a doctor’s note or they will be unexcused (CCR 5, 421).

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## **Unexcused Absences**

Any absence, for any reason other than those listed above in #1 under Excused Absences, is considered unexcused. An excused absence that is not properly reported (or verified by doctor’s note if needed) within 24 hours will be considered unexcused.

Unexcused Absences/Truancy: Education Code Section 48260 states “Any pupil subject to full time education who is absent from school without a valid excuse three (3) days or tardy without a valid excuse in excess of 30 minutes on each of more than three (3) days in any one school year is a truant and shall be reported to the attendance supervisor or the superintendent of the district.”

- *This classification and referral helps emphasize the importance of school attendance and is intended to minimize interference with instruction.*

**An excused absence that is not properly reported or verified within 24 hours will be marked unexcused.** A student's grade may be negatively affected by unexcused absences (BP 5113, 5121).

Parents are expected to schedule medical and court appointments outside the instructional day. When scheduling an appointment during school hours is unavoidable, students must follow proper procedures or risk being marked truant. Any student leaving campus must report to the office FIRST. Students are required to be signed out by the parent when being picked up for outside appointments.

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## **Reporting Planned Absences**

Students are required to bring a note signed by a parent to the attendance office when they first arrive at school. An off-campus pass will be issued for the time of the appointment.

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## **Tardies**

Students are considered to be present and not tardy when they are physically inside their classroom. Parents should be aware that by law, students are considered truant when they have any combination of 3 unexcused absences or tardies over 30 minutes (EC 48260).

Elementary School Start Times:

Silver Strand Elementary starts at 8:10am  
Village Elementary starts at 8:10am

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## **Independent Contracts for Study**

Parents should be aware that three or more absences in a grading period may have a significant negative effect on a student's academic progress. Therefore, students who will miss three or more consecutive days for reasons other than illness are encouraged to complete Independent Contract for Study in lieu of attending school.

To be eligible for independent study, parents must send a written request to the school site administration **at least 5 days prior** to the planned absence outlining the dates and reasons for the request. If approved, the student must have each teacher sign the appropriate documentation, prior to leaving for independent study.

All work must be submitted on or by the return date on the Independent Study contract. All work is to be turned into the front office, not the teacher. It is extremely important that students have regular attendance until the end of the school year. This is particularly so during the last few weeks of the final semester when end-year assessments are administered, the results of which are critical to completing student report cards. No independent contracts will be issued after May 31.

Please give administration and classroom teachers as much notice as possible to prepare work for the Independent Contract for Study.

Participation in independent study must always be the choice of the parent; the Coronado Unified School District may not require or otherwise obligate a student's participation in the program. If a student has an IEP or Section 504 Plan, enrollment in independent study is a placement decision and is only allowed if the student's IEP or Section 504 Plan specifically provides for that participation; an IEP or 504 meeting is required prior to any change of placement. Parents and students who are interested in the independent study program should contact their classroom teacher.

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## **Truancy/School Attendance Review**

The San Diego County Office of Child Welfare and Human Services describes "Soft Truancy" as an attendance pattern that includes any combination of the following that exceed 10% of instructional days: tardies, absences, incomplete Independent Contract for Study, withdrawing a student prior to the conclusion of the school day, etc. "Soft Truancies" often lead to more serious attendance problems if not addressed. By law, students are considered truant when they have any combination of 3 unexcused absences or tardies over 30 minutes (EC 48260). Parents of students with attendance problems will receive monthly written notification that will involve the following graduated steps and consequences:

In addition to the reporting requirement, the law states that the school district must notify the parent or guardian of a truancy by the most cost-effective method possible, and that the notification must include specific information related to the student's unexcused absence.

Please review this sample letter ([\*First Letter\*](#))

If the attendance pattern continues and after a student has been reported as a truant three or more times, he/she will be referred to the Student Attendance Review Team regarding the excessive absences and/or tardies. In addition, the school district must attempt to meet with the student and a parent or guardian.

Please review this sample letter ([\*Second Letter\*](#))

The law further requires that after a student has been reported as a truant three or more times in one school year and after an appropriate school employee has made a conscientious effort to hold at least one meeting with the parent and the student, the student is deemed a habitual truant.

Please review the sample letter ([\*Third Letter/Habitual Truant\*](#))

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The CA Child Welfare and Attendance service have revised the reporting and recording of student attendance in an attempt to prevent chronic absenteeism. A "chronic absentee" has been defined in California Education Code (EC) Section 60901(c)(1) as "a pupil who is absent on 10 percent or more of the schooldays in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays."

We believe that parents, students, and all school personnel must be involved in the consistent, timely, and accurate reporting of pupil attendance. We strive to maximize students' instructional time in school, as such, our students are expected to arrive at school on time, every day.

See individual school sites regarding:

- Tardy Policy
- Detention
- Saturday School
- Weekend Make-up Days

## **Residency Requirements for School Attendance**

When establishing a student's residency for enrolment purposes, the District will not inquire into the citizenship or immigration status of the student or the student's family members. If the school reasonably believes that a parent has provided false or unreliable evidence of residency, the District may make reasonable efforts to determine that the student meets residency requirements. However, a student's enrollment may be denied when the submitted documentation is insufficient to establish district residency; in which case, the parent shall be notified in writing of the specific reasons for the denial and of the opportunity to appeal the District's decision. Please visit [coronadousd.net](http://coronadousd.net) or contact the Registrar at your school site for a list of reasonable evidence that the District will accept to verify that a student meets residency requirements for school attendance.

# Coronado Unified School District

## Secondary School Attendance Policy

The Coronado Unified School District (CUSD) recognizes that there is no substitute for having students at school to receive instruction. We believe that parents, students, and all school personnel must be involved in pupil attendance. We strive to maximize students' instructional time in school, as such, students are expected to arrive at school on time, every day.

We are required by law to have school attendance procedures as well as consequences for school non-attendance. The following attendance policy is in effect at Coronado Middle and Coronado High Schools. It is important that students and parents understand and adhere to the elements in this policy. State law requires that all children ages 6 -18 shall attend school full-time and for the full-time designated as the length of the school day (EC 48200).

*Each student and parent is responsible for understanding and complying with the policy. Any questions about this policy should be directed to Site Principal, Assistant Principal or Attendance Clerk.*

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### Reporting/Verifying Absences

If your student is absent (or tardy beyond 30 minutes) from school, the parent or guardian is obligated report the absence or tardy to the school site. In order to ensure the safety of your child, we are asking parents and guardians to report all absences immediately - this will support our efforts in reporting timely and accurate information back to you regarding your child's whereabouts.

Please report absences immediately by calling our attendance line the morning of the absence. **All absences must be verified within 24 hours** by direct phone call or note signed by a parent/guardian and delivered to the attendance clerk, (CCR 5, 306). **After 24 hours**, all absences will be coded as unexcused. EACH day of absence must be called in and verified.

Coronado High School (619) 522-8907, ext 2094  
Coronado Middle School (619) 522-8921, ext 3096

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### Excused Absences

Our attendance policy (in accordance with Ed. Code 48205) stipulates that absences can only be excused for the following reasons:

- (1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.

(4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

(5) For the purpose of jury duty in the manner provided for by law.

(6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.

(7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.

(8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district. [See Form Here](#)

(10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

(11) For the purpose of participating in a cultural ceremony or event.

(12)(A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.

(B)(i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one schoolday-long absence per school year.

(ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.

(13) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.



(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) For purposes of this section, the following definitions apply:

(1) A “civic or political event” includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.

(2) “Cultural” means relating to the habits, practices, beliefs, and traditions of a certain group of people.

(3) “Immediate family” means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

Our attendance policy (in accordance with Ed. Code 48205) stipulates that tardies can only be excused for the reasons listed in #1 above. Therefore, an unexcused tardy is the same as an unexcused absence.

Students who plan to leave campus for a medical or court appointment must follow proper procedures or risk being marked truant. Students are required to bring a note signed by a parent to the attendance office. A pass will be issued to the student’s classroom before their leave time. They may then be signed out by the parent, someone on their emergency card or someone with written permission. Any student leaving campus must report to the office **FIRST**.

When a student has had **10 single period EXCUSED absences** in a school year, any further absences for illness must be verified by a physician with a doctor’s note or they will be unexcused. Note: Single period is one specific class period, for example, period 2.

Students attending school sponsored activities, field trips, or sporting events are excused with permission of each individual teacher whose class the student will miss. It’s the student’s responsibility to communicate with teachers, when able to, in advance of such an absence and plan for tests, projects, and assignment scheduled for that day.

Students must attend at least 4 periods of classes to participate in any school related activities.

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## **Unexcused Absences**

Any absence, for any reason other than those listed above in #1 under Excused Absences, is considered unexcused. An excused absence that is not properly reported (or verified by doctor’s note if needed) within 24 hours will be considered unexcused.

Unexcused Absences/Truancy: Education Code Section 48260 states “Any pupil subject to full time education who is absent from school without a valid excuse three (3) days or tardy without a valid excuse in excess of 30 minutes on each of more than three (3) days in any one school year is a truant and shall be reported to the attendance supervisor or the superintendent of the district.”

- *This classification and referral helps emphasize the importance of school attendance and is intended to minimize interference with instruction.*

**An excused absence that is not properly reported or verified within 24 hours will be marked unexcused.** A student's grade may be negatively affected by unexcused absences (BP 5113, 5121).

Parents are expected to schedule medical and court appointments outside the instructional day. When scheduling an appointment during school hours is unavoidable, students must follow proper procedures or risk being marked truant. Any student leaving campus must report to the office FIRST. Students are required to be signed out by the parent when being picked up for outside appointments.

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## **Reporting Planned Absences**

Students are required to bring a note signed by a parent to the attendance office when they first arrive at school. An off-campus pass will be issued for the time of the appointment.

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## **Tardies**

Students are considered to be present and not tardy when they are physically inside their classroom. Parents should be aware that by law, students are considered truant when they have any combination of 3 unexcused absences or tardies over 30 minutes (EC 48260).

Middle and High School Start Times:

Coronado Middle School starts at 8:20am  
Coronado High School starts at 8:30am

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## **Independent Contracts for Study**

Parents should be aware that three or more absences in a grading period may have a significant negative effect on a student's academic progress. Therefore, students who will miss three or more consecutive days for reasons other than illness are encouraged to complete Independent Contract for Study in lieu of attending school.

To be eligible for independent study, parents must send a written request to the school site administration **at least 5 days prior** to the planned absence outlining the dates and reasons for the request. If approved, the student must have each teacher sign the appropriate documentation, prior to leaving for independent study.

All work must be submitted on or by the return date on the Independent Study contract. All work is to be turned into the front office, not the teacher. It is extremely important that students have regular attendance until the end of the school year. This is particularly so during the last few weeks of the final semester when end-year assessments are administered, the results of

which are critical to completing student report cards. No independent contracts will be issued after May 31.

Please give administration and classroom teachers as much notice as possible to prepare work for the Independent Contract for Study.

Participation in independent study must always be the choice of the parent; the Coronado Unified School District may not require or otherwise obligate a student's participation in the program. If a student has an IEP or Section 504 Plan, enrollment in independent study is a placement decision and is only allowed if the student's IEP or Section 504 Plan specifically provides for that participation; an IEP or 504 meeting is required prior to any change of placement. Parents and students who are interested in the independent study program should contact their classroom teacher.

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## **Truancy/School Attendance Review**

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In addition to the reporting requirement, the law states that the school district must notify the parent or guardian of a truancy by the most cost-effective method possible, and that the notification must include specific information related to the student's unexcused absence.

Please review this sample letter ([\*First Letter\*](#))

If the attendance pattern continues and after a student has been reported as a truant three or more times, he/she will be referred to the Student Attendance Review Team regarding the excessive absences and/or tardies. In addition, the school district must attempt to meet with the student and a parent or guardian.

Please review this sample letter ([\*Second Letter\*](#))

The law further requires that after a student has been reported as a truant three or more times in one school year and after an appropriate school employee has made a conscientious effort to hold at least one meeting with the parent and the student, the student is deemed a habitual truant.

Please review the sample letter ([\*Third Letter/Habitual Truant\*](#))

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We believe that parents, students, and all school personnel must be involved in the consistent, timely, and accurate reporting of pupil attendance. We strive to maximize students' instructional time in school, as such, our students are expected to arrive at school on time, every day.

See individual school sites regarding:

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- Detention
- Saturday School
- Weekend Make-up Days

## **Residency Requirements for School Attendance**

When establishing a student's residency for enrolment purposes, the District will not inquire into the citizenship or immigration status of the student or the student's family members. If the school reasonably believes that a parent has provided false or unreliable evidence of residency, the District may make reasonable efforts to determine that the student meets residency requirements. However, a student's enrollment may be denied when the submitted documentation is insufficient to establish district residency; in which case, the parent shall be notified in writing of the specific reasons for the denial and of the opportunity to appeal the District's decision. Please visit [coronadousd.net](http://coronadousd.net) or contact the Registrar at your school site for a list of reasonable evidence that the District will accept to verify that a student meets residency requirements for school attendance.