



GLAZIER ELEMENTARY ATTENDANCE INFORMATION

Dr. Susan Newcomb, Principal
Carmen Guerrero, Secretary

Olivia Ortiz, Attendance Clerk
olortiz@nlmusd.org

ABSENCES AND TRUANCY FOR GRADES K - 5

When student(s) have been absent and return to school, they shall present an explanation verifying the reason for the absence. It is the *parent or guardian's responsibility* to provide a **valid** excuse for all absences **within 10 school days** following the absence(s).

Any absence or unverified absence that is not verified **within 10 school days** following the absence(s) will be changed and recorded as a **TRUANCY**. (NLMUSD Board Policy 5113 and California Code of Regulations, Title V, Section 306)



Call the school office to report your child's absence from school

(562) 210 – 2890

What you need to report when calling in or writing your child's absent note:

- * Child's name
- * Reason (please be specific)
- * Teacher/Room #
- * Date of Absence
- * Parent/Guardian signature

Or email Olivia: olortiz@nlmusd.org

Office hours: 7:45 am - 3:30 pm

School Hours for Grades TK – 5

M, T, Th, F: 8:00 am – 2:17 pm
Every Wednesday: 8:00 am – 12:45 pm

IMPORTANT:

Please pick your children up **on time after school**. If there is a problem picking your child up after school, we suggest you the afterschool ASES program. Information is in the office.

TARDIES 'Every minute makes a difference'

Parents need to make every effort to ensure that your child arrives to school on time each day. ALL students arriving after 8:00 am must check in at the office to be given a late slip.

7:55 am - Warning bell
8:00 am – SCHOOL STARTS
8:01 am – TARDY

Reminder, try to NOT to pick up your child within the last 15 minutes of the school day.

It takes about this long for your child to gather their belongings and come to the office. You will need to wait for the bell to ring if you do so.

VACATIONS

Each year, we have students who miss school days due to family vacations.

The Norwalk La Mirada School District and the Education Law **does not** grant permission for vacations. Any absence due to vacation will be recorded as a *parent violation* on the student's attendance record.

PLEASE MAKE EVERY EFFORT TO PLAN VACATIONS AROUND THE SCHOOL CALENDAR.

Please take YOUR CHILD'S ATTENDANCE SERIOUSLY!

EXCUSED REASONS FOR ABSENCES

Absences allowed and considered to be legitimate by the State of California are limited to the following reasons, Per Education Code 48205:

- Illness (fever, vomiting, diarrhea)
- Contagious Diseases (Example: Head Lice, Strep Throat, Impetigo, Ringworm, Pink Eye, etc.)
- Quarantined directed by a county, city or Health Officer
- Medical, Dental or Optometric Services rendered
- Attend a funeral (1 day in state, or 3 days out of state)
- Student appearance in court
- Observance of holiday or ceremony of his or her religion
- Attend religious instruction at their Church

The Los Angeles District Attorney's office state that other slight illnesses (listed below) can possibly be controlled by giving medication and then be sent to school. When in doubt get a doctor note.

- Headache or Stomachache
- Sniffles (slight cold)
- Allergies
- Asthma (Have inhaler at school with doctors' consent in writing)

We strongly encourage you to make sure that illness is the only time that your child should miss school. If your child is ill, please keep them home. Please try to schedule regular routine doctor/dentist appointments *after school* or later in the day if possible.

UNEXCUSED REASONS FOR ABSENCES

The California Education Code states that the following reasons are **not permitted** during the school year and will be recorded as a **Parent Violation**. Remember your child's education is important.

- Vacations - take them during school breaks.
 - Oversleeping, arriving back from out of town late
 - Visiting relatives, siblings/parents' appointments
 - No transportation, no childcare
 - Family fun days, or just because, etc...
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PARTIAL DAYS

Missing more than 45 minutes of the day excused or unexcused does affect your child's attendance record. With the Student Information System that we have in our school district partial days are recorded and will be shown on report cards as full day absences.

If you must pick up your child early from school, please be patient and allow time so your child can get their belongings and if possible, their homework. *Students will not be called out of class until the adult is present to pick them up.* Only the people on your child's Student Information Form may pick up your child during school hours. You will be asked to show identification so please be prepared. Please update your child's information form as needed (new phone numbers, addresses etc...).

Partial Day Excused: Some reasons are:

- Sent home by office staff due to illness or other excused reason.
- Students returning from a doctor, dental, counselor, Social Worker, or child court visit, bring a note of visit.
- Arrive late to school due to feeling sick in the morning (We may require you to take your child to the doctor if there are many late arrivals due to illness).
- Have an emergency - please give specific reason.

Partial Day Unexcused: Some reasons are:

- Arrive late to school without a valid excuse (woke up late, went to eat breakfast, car broke down, etc...).
- Picking up early due to no after school transportation or childcare or just because.
- Leave out of town, Personal reasons (don't want to mention).
- Parents or siblings' appointments and leave early, back from a Field Trip.

Letters will be sent home throughout the year regarding your child's attendance. Referrals to SART or SARB may be done due to the attendance. Permits can be revoked due to very excessive attendance problems.

S.A.R.T. (School Attendance Review Team) is a meeting with parents to discuss their child's absences and/or tardies. Parents will sign a contract and students must sign in everyday. The attendance is monitored and reviewed for improvement by the Attendance Clerk.

S.A.R.B. (School Attendance Review Board) is a meeting held with the entire family at the District Office with a District Attorney and other District Officials to discuss the student's attendance. Several reviews are done later.