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## ATTENDANCE, ABSENCE, & TARDY POLICY



### TO REPORT THE ABSENCE OF YOUR STUDENT:

Email [cherrychasefrontoffice@sesd.org](mailto:cherrychasefrontoffice@sesd.org) call 408-522-8241 to report your child's absence every day your child will be out.

*Please include:*

- student first and last name
- parent/guardian first and last name
- teacher name
- reason for absence

Our District Attendance Policy is outlined in the [Parent/Student Handbook](#)

**TARDY STUDENTS:** If your student arrives after 8:15, they need to report to the front office for a tardy slip **before** going to the classroom.

## HEALTH PROTOCOLS AND WHEN TO STAY HOME



**WHILE ON CAMPUS** students should follow handwashing and virus prevention strategies. Stay home when you have symptoms of any infectious illness.

### WHEN TO KEEP YOUR CHILD AT HOME:

- Per district policy, If your child is experiencing: **diarrhea, vomiting, temperature of 100.3 degrees or higher, your child must stay home.**
- Your child must be free of fever, vomiting and/or diarrhea (without medication) for 24 hours before returning to school. For the safety and health of students and staff, this is strictly enforced with no exceptions.

## ARRIVING, WALK/BIKE, DRIVERS, PARKING, AFTER SCHOOL



### **\*\*CHERRY CHASE IS A CLOSED CAMPUS DURING SCHOOL HOURS.\*\***

*Cherry Chase campus is open to the public before 7am and after 4pm.*

- Supervision will begin at 8:00 AM
- Families can enter campus with their students and must exit by 8:20 AM
- Gates will open 5 minutes before dismissal time for parents to pick up students from their classrooms

**ARRIVING ON CAMPUS:** The front driveway is for school buses, staff, or ADA parking ONLY. It is CLOSED for pick-up and drop-off.






**PARKING:** Parking is available on the neighborhood streets. Be a good neighbor by being mindful of driveways, bus zones and red zones.

**PEDESTRIANS:** Please use sidewalks and ALWAYS use the crosswalks.

**BIKING/BIKE RACKS:** Please remember to ALWAYS wear a helmet when riding to school and walk your bike on campus when you arrive. There are bike racks in multiple locations around campus. Though the campus is closed, you should lock your bike for added security.

**AFTER SCHOOL:** Ensure that your child knows who will pick them up and where to meet to ease anxiety. Older siblings are encouraged to meet up with younger siblings to make pick up easier. Students will not be allowed to wait outside of the gates to ensure their safety.

**If you are running late, your child must wait in the front office until you arrive.**

<p><b>Food Service</b></p> 	<p><b>SNACK AND LUNCH ARE PROVIDED FREE OF CHARGE FOR ALL STUDENTS.</b></p> <ul style="list-style-type: none"> <li>• View <a href="#">Monthly Menus</a> on the District Website</li> <li>• Students are welcome to unlimited fruits and vegetables.</li> <li>• Grades K-5 will eat lunch in the Multipurpose room; TK will eat lunch at the tables in the TK playground</li> </ul>
<p><b>DROP OFF CART</b></p> 	<p><b>WHAT IF I FORGET MY HOMEWORK OR MY LUNCH?</b></p> <ul style="list-style-type: none"> <li>• If you need to bring your child's forgotten items to school, please bring it to the front office and we will put it on the office cart. We suggest you email the teacher directly to let them know something was dropped off. <b>Classrooms will not be called during instructional time. The front office is not responsible for any items left on the cart.</b></li> <li>• Please teach your child to automatically check the office cart when your child forgets an item.</li> </ul>
<p><b>MEDICATIONS AT SCHOOL</b></p> 	<p><b>MEDICATION AT SCHOOL:</b> If your student needs medication at school,</p> <ul style="list-style-type: none"> <li>• your doctor must fill out the necessary <a href="#">health forms</a> and</li> <li>• parents must bring the medication in the original box with the pharmacy label to the Health Office.</li> </ul> <p><b>MEDICATION DROP OFF</b></p> <ul style="list-style-type: none"> <li>• Please be sure to have all medical forms completed and signed by a physician. <b>Medication will not be accepted without the proper forms</b> (including over-the-counter medication).</li> </ul> <p><b>FORMS:</b> Forms can be picked up in the office or downloaded from the <a href="#">District Health Services website</a></p>
<p><b>INDEPENDENT STUDY</b></p>	<p>If your student will be absent between 5- 10 school days, they may be eligible for an <a href="#">Independent Study Contract</a>. Trips less than 5 days or longer than 10 days do not qualify.</p> <p><b>TO START THE INDEPENDENT STUDY PROCESS:</b></p> <p>send an email to <a href="mailto:rebecca.chavez@sesd.org">rebecca.chavez@sesd.org</a> with the dates of the absence as soon as possible. Teachers must be notified a minimum of <b>5 school days</b> prior to the absence.</p>
<p><b>SOCIO-EMOTIONAL RESOURCES</b></p> 	<p>We have a school counselor available on Mondays and Tuesdays to meet with students. Please talk to your student's teacher or the school administrator if you would like counseling services for your student.</p> <ul style="list-style-type: none"> <li>• Students may qualify for school-based counseling when social or emotional needs are affecting their school experience</li> <li>• After receiving a referral for services, the counselor will conduct an assessment. If a student qualifies for school-based services, they will be offered and provided free of charge.</li> </ul> <p><b>District SEL resource</b></p> <ul style="list-style-type: none"> <li>• <a href="https://www.sesd.org/Page/5159">https://www.sesd.org/Page/5159</a></li> </ul>
<p><b>VOLUNTEERS</b></p> 	<p><b>FOR THE SAFETY OF ALL STUDENTS AND STAFF, VOLUNTEERS MUST <u>COMPLETE THE VOLUNTEER CLEARANCE PROCESS</u> AND RECEIVE CLEARANCE BEFORE VOLUNTEERING.</b> Please visit <a href="https://www.sesd.org/Page/1405">https://www.sesd.org/Page/1405</a> for more information.</p> <p><b>VOLUNTEER PROCESS:</b> In order to be a volunteer, you must complete an <a href="#">online volunteer application</a>, located under the For Families and Family Engagement section on your school's website each school year. To complete the volunteer</p>

	<p>application you will need to provide a Tuberculosis (TB) Clearance which is valid for 4 years</p> <p><b>FIELD TRIP CHAPERONES:</b> In addition to completing the requirements for volunteering, a fingerprint clearance is required if volunteers are placed in a situation in which they would directly supervise students without an on-duty district employee present such as chaperoning on a field trip. Please use the <a href="#">Sunnyvale School District Fingerprinting Form</a> when completing the fingerprinting process.</p>
<p><b>COMMUNICATION &amp; PARENT RESOURCES</b></p>	<p><b>CHERRY CHASE WEEKLY UPDATES:</b> Ms. Marchant will be sending a weekly updates to Charger families every Friday. Classroom updates will be sent directly from your student's teacher. <i>Please ensure that we have your most current phone number and email address on file.</i></p> <p><b>SCHOOL WEBSITE:</b> <a href="https://cherrychase.sesd.org/">https://cherrychase.sesd.org/</a></p> <p><b>DISTRICT WEBSITE:</b> <a href="http://www.sesd.org">www.sesd.org</a></p> <p><b>PARENT/STUDENT HANDBOOK:</b> <a href="https://www.sesd.org/domain/969">https://www.sesd.org/domain/969</a></p> <p><b>PTA WEBSITE:</b> <a href="http://www.cherrychasepta.org">www.cherrychasepta.org</a></p> <p><b>PTA FLYER AND WEEKLY UPDATES:</b> <a href="http://www.cherrychasepta.org/category/eblast">www.cherrychasepta.org/category/eblast</a></p>