



Rice Canyon Elementary

29535 Westwind Drive, Lake Elsinore, CA 92530
 951-471-2184 (phone) * 951-471-2186 (fax)
 Robert Recatto, Principal * Amity Conkright, Asst. Principal



Attendance Policies

Regular attendance at school is important to children just as regular attendance at a job is important to an adult.

Absences because of illness are unavoidable, however, when scheduling medical or dental appointments, please try to schedule early morning or late afternoon appointments so your child can be at school for a part of the day.

New Board Policy: *Parents now have only five (5) school days to clear an absence before it is rolled over to a truancy.*

If you know in advance that your child will be out of school for five or more consecutive school days, please contact our office ahead of time and we will set up an Independent Study Contract. This Contract allows your child to keep up with their school work and **when completed**, those days absent will be excused. This does, however, affect perfect attendance eligibility.

Fourteen or more days of illness absences within a school year are considered excessive and will require a doctor's note or health clerk clearance to excuse subsequent illness absences. A meeting will also be held at the school on how we can work together to maintain good attendance. If you take your child to the doctor, please get a note.

1. After three days of unexcused absences (vacation, Disneyland, no transportation, etc.), the parent will be mailed an Initial Notice of Truancy letter asking for the parent's help with their student's attendance and warning of consequences for further truancy.
2. After six or more days of unexcused absences within a school year, the parent will be mailed another Truancy letter requesting a conference with the parent and student.
3. After nine or more days of unexcused absences within a school year, the parents will be mailed a Habitual Truancy letter and the student will then be classified as a habitual truant. At that time, the student and parent will be referred to the School Attendance Review Board (SARB).

To report an absence please call our office or send an e-mail stating the child's name, date of the absence, reason for the absence, and your relationship to the child. You may call at any time as if we are not available you will be prompted by the voice recording to leave a message on the attendance line or send an e-mail to Mrs. Gonzales at patti.gonzales@leusd.k12.ca.us. This information is also located on the Rice Canyon Website.

Being on time is also important to your child. Late arriving students miss instruction, interrupt class proceedings, and cause wasted instructional time for students and teachers. As children accept responsibility for arriving at school on time, they develop habits that will be useful all of their lives. You will be notified if your child is excessively tardy and the subsequent consequences.

Please sign below that you have read and understand these policies.

Student's Name (Please Print)

Parent's Signature

Date