Attendance & Absence Notification

Excused Absence - An absence will be recorded as excused for the following reasons:

- Illness of student
- Medical, dental or optometric appointments. If possible, please make appointments outside of school hours. Doctor's note required for verification if student misses school.
- Death in family
- Specific religious reasons
- Required appearance in court
- Exclusion from school for contagious disease

Unexcused Absence - A student's absence will be recorded as unexcused for the following reasons:

- Any absence other than those listed above as excused absence

Independent Study Contract:
If student will be absent from school a minimum of 5 days, an Independent Study Contract may be signed. Such absences are considered unexcused unless the Independent Study Contract is returned completed. **Parents are encouraged to take family vacations during school breaks.**

Reporting Absences: Parents must send a note or call the school office to report their child's absences. The note should include the date(s) of absence and reason for absence.

Tardies: Tardiness is a serious detriment to each child's and each classroom's success. When a child is tardy, it prevents him/her from the benefits of an important part of a school day when the day's work is outlined. Although excessive tardiness is when a child is late in excess of 30 minutes, the habitual tardiness of 5 to 10 minutes is equally detrimental. This is typically the parents' responsibility. Please assist your child in learning the valuable lesson of personal responsibility by setting the example of punctuality.

Students arriving late to school 30 minutes and/or more will be considered truant if there is not a medical reason. Students arriving late to school 30 minutes or more must be signed in by a parent. Frequent tardies without a valid excuse is considered truancy under the law.

Cascade
Union Elementary School District
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