

Coronado Unified School District

Elementary School Attendance Policy

The Coronado Unified School District (CUSD) is committed to cultivating exemplary attendance habits as students who attend school regularly are more successful, more connected, and develop invaluable life-long healthy habits. We believe that parents, students, and all school personnel must be involved in student attendance. We strive to maximize students' instructional time in school, as such, students are expected to arrive at school on time, every day.

In support of student success CUSD follows California's governing policies for compulsory attendance, which includes daily notification of absences and tardies as well as meetings in support of re-engagement. The following attendance policy is in effect at Silver Strand and Village Elementary Schools. 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.

Reporting & Verifying Absences

Please report your student's absence or tardy (30+ minutes) to the attendance office immediately. For safety and accuracy, we require daily verification via phone or a signed note **within 24 hours**. Under state guidelines (CCR 5, 306), absences not verified within this window will remain unexcused.

Silver Strand Elementary (619) 522-8934 x4096
Village Elementary (619) 522-8915 x5096

Excused Absences & Tardies

Per **Ed. Code 48205**, absences and tardies are only excused for specific reasons. Students are permitted to make up missed assignments and tests for full credit within a reasonable timeframe.

Valid Reasons for Excused Absences

- **Health:** Personal illness (including mental/behavioral health), quarantine, or medical/dental appointments.
- **Family:** Funeral services (1 day in-state; 3 days out-of-state) or caring for the student's own sick child.
- **Legal/Civic:** Jury duty, naturalization ceremonies, serving as a precinct board member, or participating in a civic/political event (1 day per year).
- **Personal/Religious:** Religious holidays, retreats (max 4 hours per semester), or cultural ceremonies.

- **Military:** Spending time with an immediate family member during active-duty deployment or leave.
- **Justifiable Personal Reasons:** Court appearances, employment conferences, or legislative programs (requires prior written approval from the principal).

Note on Tardies: Only **illness or medical appointments** qualify as an excused tardy. All other late arrivals are considered unexcused.

Leaving Campus Early

To avoid being marked truant, students leaving for appointments must:

1. **Bring a signed note** from a parent/guardian to the attendance office.
2. **Obtain an exit pass** before their scheduled leave time.
3. **Sign out at the office** with a parent, emergency contact, or someone with written authorization. **Students must report to the office before leaving campus.**

Excessive Absences (CCR 5, 421)

Once a student reaches **14 total excused absences** or **5 consecutive days** of absence in a school year, a **physician's note** is required to excuse any further absences for illness. Without a doctor's verification, subsequent absences will be marked unexcused.

Unexcused Absences & Truancy

Any absence not meeting the criteria for "Excused Absences" is considered **unexcused**. Additionally, an excused absence will be marked unexcused if it is not verified within **24 hours**.

Truancy Definitions (Ed. Code 48260)

A student is legally classified as a **truant** and reported to the district if they have:

- **Three (3) full days** of unexcused absences.
- **Three (3) tardies** of 30 minutes or more without a valid excuse.

This classification serves to emphasize the importance of consistent attendance and minimize instructional disruptions.

Unexcused absences may negatively affect a student's grades (BP 5113, 5121). Please schedule medical and court appointments outside of school hours whenever possible. If an appointment during school hours is unavoidable, students **must** report to the office and be signed out by a parent to avoid being marked truant.

All absences must be verified within **24 hours** (including doctor's notes where applicable) or they will remain unexcused.

Planned Absences & Tardies

If a student needs to leave early for an appointment, they must bring a **signed parent note** to the attendance clerk upon arrival at school. An **off-campus pass** will then be issued for the scheduled departure time.

Tardies

Students are only considered "present" if they are physically inside their classroom when the bell rings.

- **Silver Strand Elementary:** starts at **8:10 AM**
- **Village Elementary:** starts at **8:10 AM**

Legal Note: Under **EC 48260**, students are legally classified as truant after any combination of **three** unexcused absences or tardies exceeding 30 minutes.

Independent Study Contracts

Frequent absences can significantly hinder academic progress. For planned absences of **three or more consecutive days** (for reasons other than illness), students are encouraged to complete an **Independent Study Contract**.

1. Parents must submit a written request to school administration at least **5 school days** before the absence.
2. Once approved, the student must have all teachers sign the required documentation before leaving.
3. All completed work must be turned in to the **front office** (not the teacher) on or before the return date specified in the contract.

Important:

- No independent contracts will be issued after **May 31**.
- Regular attendance is critical during the final weeks of the school year for year-end assessments and report card completion.
- For students with an IEP or 504 Plan, independent study is a "change of placement." A formal meeting must be held to ensure the plan specifically provides for this participation before approval.
- Participation is voluntary; Coronado Unified School District will not obligate any student to enroll in independent study.

Please provide administration and teachers with as much notice as possible to allow for work preparation. Interested families should contact their **classroom teacher** to begin the process.

Truancy & Attendance Review

Maintaining consistent attendance is vital for academic success. We follow a graduated notification system to address attendance concerns and prevent chronic absenteeism.

Key Definitions

- **Truancy (EC 48260):** Any combination of **three** unexcused absences or tardies exceeding 30 minutes.
- **Chronic Absentee (EC 60901):** A student who misses **10% or more** of the school year for any reason (excused or unexcused).
- **"Soft Truancy":** A pattern exceeding 10% of instructional days that includes tardies, early withdrawals, or incomplete Independent Study contracts.

Notification Process

Parents will receive monthly written notifications if attendance issues arise. The process follows these steps:

1. **First Notification:** [Sample letter](#) notifying parents of initial truancy or attendance concerns.
2. **Second Notification (SART):** If patterns continue, the student is referred to the **Student Attendance Review Team (SART)**. A mandatory meeting with the parent and student is required. [Sample Letter](#).
3. **Third Notification (Habitual Truant):** After three truancy reports and a conscientious effort by the school to meet with the family, the student is legally deemed a **habitual truant**.

Expectations & Consequences

Every minute of instruction counts. Students are expected to arrive on time, every day. Depending on the school site, attendance issues may result in:

- Detention
- Saturday School
- Weekend Make-up Days

We strive to maximize instructional time through accurate, timely reporting and partnership with parents. Please consult your individual school site for specific tardy and disciplinary policies.

Residency Requirements for School Attendance

To enroll in CUSD, students must verify residency. We do **not** inquire about the citizenship or immigration status of students or their families during this process.

Verification & Enrollment

- **Documentation:** If submitted documents are insufficient to establish residency, enrollment may be denied. In such cases, parents will receive a written explanation and instructions on how to appeal the decision.
- **Investigation:** If residency evidence appears false or unreliable, the District may take reasonable steps to verify the student's actual address.

For a list of acceptable documents to verify residency, please visit coronadousd.net or contact your school site **Registrar**.

Coronado Unified School District

Secondary Attendance Policy

The Coronado Unified School District (CUSD) is committed to cultivating exemplary attendance habits as students who attend school regularly are more successful, more connected, and develop invaluable life-long healthy habits. We believe that parents, students, and all school personnel must be involved in student attendance. We strive to maximize students' instructional time in school, as such, students are expected to arrive at school on time, every day.

In support of student success CUSD follows California's governing policies for compulsory attendance, which includes daily notification of absences and tardies as well as meetings in support of re-engagement. The following attendance policy is in effect at **Coronado Middle School and Coronado High School**. 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). These policies ensure we meet legal mandates while maximizing instructional time for every student.

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.

Reporting & Verifying Absences

Please report your student's absence or tardy (30+ minutes) to the attendance office immediately. For safety and accuracy, we require **daily** verification via phone or a signed note **within 24 hours**. Under state guidelines (CCR 5, 306), absences not verified within this window will remain unexcused.

- **Coronado High School:** (619) 522-8907 x2094
- **Coronado Middle School:** (619) 522-8921 x3096

Excused Absences & Tardies

Per **Ed. Code 48205**, absences and tardies are only excused for the specific reasons listed below. Students are entitled to make up missed work for full credit within a reasonable timeframe.

Valid Reasons for Excused Absences

- **Health:** Personal illness (including mental/behavioral health), quarantine, or medical appointments.
- **Family:** Funeral services (1 day in-state; 3 days out-of-state) or caring for the student's own sick child.
- **Legal/Civic:** Jury duty, naturalization ceremonies, precinct board service, or one day per year for civic/political events (with prior notice).
- **Personal/Religious:** Religious holidays, retreats (max 4 hours per semester), or cultural ceremonies.

- **Military:** Spending time with an immediate family member on active-duty deployment or leave.
- **Justifiable Personal Reasons:** Court appearances or educational conferences (requires prior written approval from the principal).

School sponsored Activities: Students attending school sponsored activities, field trips, or sporting events are excused with permission from 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 assignments scheduled for that day. Students must attend at least 4 periods of classes to participate in any school related activities.

Excessive Absences

After **10 single-period excused absences** in a school year, any further illness-related absences must be verified by a **doctor's note** to remain excused. Only **illness or medical appointments** qualify as an excused tardy. All other late arrivals are considered unexcused.

Leaving Campus Early

To avoid being marked truant, students must bring a signed parent note to the office **before** leaving. They will receive an exit pass and must report to the office to be signed out by an authorized adult.

Unexcused Absences & Truancy

Any absence that does not meet the "Excused" criteria—or an excused absence not verified within **24 hours**—is considered **unexcused**.

Truancy Definition (Ed. Code 48260)

A student is legally classified as a **truant** and reported to the district if they have:

- **Three (3) full days** of unexcused absences.
- **Three (3) tardies** exceeding 30 minutes without a valid excuse.

This classification serves to emphasize the importance of consistent attendance and minimize instructional disruption.

Unexcused absences may negatively affect a student's grade (**BP 5113, 5121**) Please schedule medical and court appointments outside of instructional hours whenever possible. If an appointment during school hours is unavoidable, students **must** report to the office first and be signed out by a parent to avoid a truancy mark.

Even valid excuses will be marked **unexcused** if not reported or verified with a doctor's note (when required) within the 24-hour window.

Planned Absences & Tardies

If your student needs to leave campus for an appointment, they must **bring a parent-signed note** to the attendance clerk upon arrival at school. And **pick up an off campus pass** for the scheduled departure time.

Tardies

Students are only considered "present" if they are physically inside the classroom when the bell rings.

- **Coronado Middle School:** starts at **8:20 AM**
- **Coronado High School:** starts at **8:30 AM**

Under **EC 48260**, any combination of **three** unexcused absences or tardies exceeding 30 minutes results in a legal classification of truancy.

Independent Study Contracts

Frequent absences can hinder academic progress. For planned absences of **three or more consecutive days** (for reasons other than illness), students are encouraged to utilize an **Independent Study Contract**.

1. Parents must email or send a written request to school administration at least **5 days** before the absence.
2. If approved, students must obtain signatures from all teachers on the contract before leaving.
3. All completed work must be turned in to the **front office** (not the teacher) on or before the return date.

Important:

- No contracts will be issued after **May 31**.
- Regular attendance is critical during the final weeks of the school year for year-end assessments and completion.
- For students with an IEP or 504 Plan, Independent Study is considered a change of placement. A formal meeting is required **prior** to approval to ensure the plan specifically allows for this participation.
- Participation in Independent Study is strictly voluntary; CUSD will not obligate a student to enroll in independent study.

Please provide administration and teachers with as much notice as possible to allow for work preparation. Interested families should contact their classroom teacher to begin the process.

Truancy & Attendance Review

Maintaining consistent attendance is vital for academic success. To prevent chronic absenteeism, we monitor attendance patterns and provide graduated notifications to families when concerns arise.

Key Definitions

- **Truancy (EC 48260):** Any combination of **three** unexcused absences or tardies exceeding 30 minutes.
- **"Soft Truancy":** A pattern exceeding **10%** of instructional days, including tardies, early withdrawals, or incomplete Independent Study contracts. These patterns often lead to more serious attendance issues if left unaddressed.

Notification Process

Parents of students with attendance concerns will receive monthly written notifications following these steps:

1. **First Notification:** An official [First Letter](#) informing the parent/guardian of the student's unexcused absences and truancy status.
2. **Second Notification (SART):** If the pattern continues after three truancy reports, the student is referred to the **Student Attendance Review Team (SART)**. A mandatory meeting between the school, parent, and student is required. [Sample 2nd Letter](#).
3. **Third Notification (Habitual Truant):** If the issue persists after three reports and a conscientious effort by the school to meet, the student is legally deemed a **habitual truant**. Sample [Third Letter/Habitual Truant](#)

California has updated attendance reporting to better identify and prevent chronic absenteeism, ensuring students remain on track for academic success. According to **Education Code Section 60901(c)(1)**, a chronic absentee is any student who misses **10% or more** of the total school days in a year. This calculation is based on the total number of days a student is enrolled, regardless of whether the absences are excused or unexcused. We believe consistent attendance is a shared responsibility between parents, students, and school staff. Please consult your individual school site for detailed information regarding:

- Tardy Policies
- Detention
- Saturday School

Residency Requirements for School Attendance

To enroll in CUSD, students must provide proof of residency. We do not inquire about the citizenship or immigration status of any student or family member during the enrollment process.

Verification & Enrollment

- **Documentation:** If submitted evidence is insufficient to establish residency, enrollment may be denied. In such cases, parents will receive a written explanation of the denial and instructions on the appeal process.
- **Investigations:** If residency evidence appears false or unreliable, CUSD may take reasonable steps to verify the student's actual address.

For a complete list of documents accepted for residency verification, please visit coronadousd.net or contact your school site Registrar.



School Attendance Review Process

CHRONIC ABSENCE

Missing 10% or more of days enrolled in school [EC 60901(c)(1)]. Excused or unexcused absences prompts support from school to identify barriers to success. Letters of concern recommended.

TRUANCY

Absent without valid excuse and/or tardy for 30 minutes or more on three separate days [EC48260]. Unexcused absences prompts required notification from district to identify barriers to success.

Missing 3 days or 10% of days enrolled in school. **SART Process Initiated** **LETTER #1**

AT RISK: For students demonstrating a pattern of chronic absence, truancy or tardiness.

OPTIONS FOR SUPPORT:

- Teacher/counselor/attendance staff call home to express concern
- Home visit scheduled
- SART meeting held to explore barriers to attendance
- Provide resources for identified barriers
- SART agreement is created and reviewed
- Instead of individual SART and SST meetings, identify parents and students who would benefit from a workshop on compulsory attendance and its connection to success
- Assign daily/weekly progress reports to SART team member to monitor

Recommended Letter

REQUIRED LETTER [EC 48260.5] on 3rd occasion of truancy

Continued truancy and/or chronic absence. **SART Process Continues** **LETTER #2**

MODERATE TRUANCY OR CHRONIC ABSENCE: For students who continue demonstrating a pattern of chronic absence, truancy, or tardiness.

OPTIONS FOR SUPPORT:

- Teacher/counselor/attendance staff call home to express concern
- Home visit scheduled
- SART agreement reviewed and revised as necessary
- Follow up on previously identified barriers
- Refer to community providers for resources and support
- Consider district Independent Study program
- Solicit case management support from community providers

Recommended Letter

REQUIRED LETTER [EC 48261] after 4th occasion of truancy. Consistent attempt to meet with parents.

Habitual truancy and/or chronic absence. **Referral to SARB** **LETTER #3**

SEVERE TRUANCY OR CHRONIC ABSENCE: For students who continue demonstrating a pattern of chronic absence, truancy, or tardiness.

OPTIONS FOR SUPPORT:

- Referral to Student Attendance Review Board (SARB)
- SARB hearing and contract offered
- Refer to district Independent Study program
- Refer to alternative education program
- Provide daily monitoring and support
- Refer to other agency for support: counseling, drug use, probation, CPS

Recommended Letter

REQUIRED LETTER [EC 48262] after 5th occasion of truancy. Referred to SARB.