

ATTENDANCE POLICY

REMINDER: THE SCHOOL DOES NOT GET PAID FOR ANY ABSENCES OTHER THAN INDEPENDENT STUDY CONTRACTS (absences for 5 or more days)

Full-time school attendance is required by the state. Help your child get in the habit of regular school attendance. Make sure your child arrives at school on time every day. Whenever there is an absence, the school must be contacted within five (5) days, or the absence will go unexcused. You can call the school office (510-231-1415), email the secretary (pporter@wccusd.net), or send a note to your child's teacher. If your child has been absent and/or thirty minutes tardy without a valid excuse three or more times during the school year, you will receive a notification of truancy from the District. Excused absences are limited to illness, funerals, and religious observances. If your child is ill for more than five consecutive days, you need a doctor's note verifying your child's illness.

Family trips are not excused absences, even if you notify the school in advance. If you know of a scheduled absence lasting five days or more, you can notify your child's teacher ten or more days in advance to allow for the preparation of independent study material. Work is due upon return from the trip. Independent study allows the student to keep up with his/her classwork and allows the District to recover much-needed funds that would otherwise be lost.