



## How to Excuse an Absence

Parents/Guardians may excuse absences by **calling** the office at **707-967-2725**, by **texting** the attendance cell phone at **707-299-7549**, or by **emailing** Ms. Lorena at [lgodinez@sthelenaunified.org](mailto:lgodinez@sthelenaunified.org). Parents/Guardians have (3) days to clear an absence. However, it is best to clear the absence the day it occurs. Parent correspondence regarding absences must include the specific date and/or periods missed and the reason for the absence. If a student becomes sick during the school day or needs to leave for any reason, parents must sign their student out at the office.

**NOTE:** Legally excused absences are for illness, medical appointments, funeral of an immediate family member or a court appearance only. Students with excessive absences will be reported to the School Attendance and Review Board.

## Students Leaving During the Day

If a student needs to leave campus during the school day, they will need to get an off-grounds pass from the office. Parents/guardians need to notify the office before school starts the day the absence will occur. ***It is the student's responsibility to get the off-grounds pass from the office before school, during break or lunch.*** If a student leaves campus with an off-grounds pass and returns the same day, they need to check in at the office to return to class.

Phone calls, messages and notes received in the office are logged and retained. If you have a planned absence coming up in which traditional non-school days are unavoidable, please speak with Ms. Lorena to see if you are eligible for the planned absence process.

## Planned Absences Request

Planned absences are *unexcused*. It is the student's responsibility to make arrangements with teachers for homework and/or make-up work. Students need to obtain a planned absence form from the office to be filled out and signed by parents and teachers. This form must be signed and returned to the office (3) days prior to the absence.



### **Short Term Independent Study**

No more than one short term independent study agreement (STIS) of no less than five (5) consecutive school days shall be granted annually by a site principal. A request for STIS of more than ten (10) consecutive days must be submitted directly to the Superintendent, who may grant STIS longer than ten (10) days annually in extraordinary circumstances. In no event shall STIS exceed twenty (20) consecutive days. STIS will not be available or approved during the months of December or January. (AR 6158)

### **Change of Address**

Please inform the office if you have a change of address or phone number. This is most important so the school can notify parents of school activities and/or emergency situations.

### **Medication at School – California Education Code 49423**

Specific directions for the administration of the medication to be given at school must be included in a written statement from the health care provider clearly specifying the condition for which the drug shall be given, how it is given, dosage, and related information. A signed release from the parents for school personnel to administer any medication is required.

Medications must be brought to the school by a parent in the original container. No medication (prescription or nonprescription) may be transported by a student or be in the student's possession at school.

### **Messages to Students**

We make every effort to deliver phone messages from parents in emergency situations. The office cannot guarantee delivery of messages to students received after 2:30 pm.





## Telephone

Students' personal cell phones/smartwatches should be turned off and stored in their backpack during the entire school day. If they need to contact a parent at any time during the day, they can use the office phone.