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ATTENDANCE, ABSENCE, & TARDY POLICY



TO REPORT THE ABSENCE OF YOUR STUDENT:

Email cherrychasefrontoffice@sesd.org call 408-522-8241 to report your child's absence every day your child will be out.

Please include:

- student first and last name
- parent/guardian first and last name
- teacher name
- reason for absence

Our District Attendance Policy is outlined in the [Parent/Student Handbook](#)

TARDY STUDENTS: If your student arrives after 8:15, they need to report to the front office for a tardy slip **before** going to the classroom.

HEALTH PROTOCOLS AND WHEN TO STAY HOME



DAILY HEALTH SCREENER must be completed daily online **PRIOR** to coming to campus. A reminder will be sent via email and text to you each morning.

MASKS are highly recommended to be worn by all individuals (ages 2 and older).

WHILE ON CAMPUS students should follow handwashing and virus prevention strategies. Stay home when you have symptoms of any infectious illness.

DO NOT send students to school if they show any signs of an illness.

WHEN TO KEEP YOUR CHILD AT HOME:

- Per district policy, If your child is experiencing: **diarrhea, vomiting, temperature of 100 degrees or higher, your child must stay home.**
- Your child must be free of fever, vomiting and/or diarrhea (without medication) for 24 hours and may return the following day. For the safety and health of students and staff, this is strictly enforced with no exceptions.

ARRIVING, WALK/BIKE, DRIVERS, PARKING, AFTER SCHOOL



****CHERRY CHASE IS A CLOSED CAMPUS DURING SCHOOL HOURS.****

Cherry Chase campus is open to the public before 7am and after 4pm.

- Supervision will begin at 8:00 AM
- Parents can enter campus with their students and must exit by 8:20 AM
- Gates will open 5 minutes before dismissal time for parents to pick up students from their classrooms

ARRIVING ON CAMPUS: The front driveway is for school buses, staff, or ADA parking ONLY. It is CLOSED for pick-up and drop-off.






PARKING: Parking is available on the neighborhood streets. Be a good neighbor by being mindful of driveways, bus zones and red zones.

WALKERS: Please use sidewalks and ALWAYS use the crosswalks.

BIKING / BIKE RACKS: Please remember to wear a helmet, lock your bike, and walk your bike on campus. There are bike racks in multiple locations around campus.

AFTER SCHOOL: Ensure that your child knows who will pick them up and where to meet as much as possible to ease anxiety. Older siblings are encouraged to meet up with younger siblings to make pick up easier.

Students will not be allowed to wait outside of the gates to ensure their safety.

	If you are running late, your child must wait in the front office until you arrive.
Food Service 	FOR THE 2022-2023 SCHOOL YEAR, SNACK AND LUNCH ARE PROVIDED <u>FREE OF CHARGE</u> FOR ALL STUDENTS. <ul style="list-style-type: none"> • View Monthly Menus on the District Website • Students are welcome to unlimited fruits and vegetables. • Grades K-5 will eat lunch in the Multipurpose room
DROP OFF CART 	WHAT IF I FORGET MY HOMEWORK, A PROJECT, OR MY LUNCH? <ul style="list-style-type: none"> • If you decide to bring your child's forgotten items to school, please leave it on the cart located inside the front office and email your student's teacher directly. <i>The front office is not responsible for any items left on the cart.</i> We strongly recommend you DO NOT use paper bags for lunches and contain all food in reusable lunch bags. • Classrooms will not be called during instructional time. • Please teach your child to automatically check the office cart when your child forgets an item.
MEDICATIONS AT SCHOOL 	MEDICATION AT SCHOOL: If your student needs medication at school, <ul style="list-style-type: none"> • your doctor must fill out a Permission to Administer form and • parents must bring the medication in the original box with the pharmacy label to the Health Office. MEDICATION DROP OFF: AUGUST 17-19, 2022, 8:30-10:00am <ul style="list-style-type: none"> • Please be sure to have all medical forms completed and signed by a physician. Medication will not be accepted without the proper forms (including over-the-counter medication). FORMS: Forms can be picked up in the office or downloaded from the District Health Services website
SHORT TERM INDEPENDENT STUDY	<p>If your student will be absent between 5- 15 school days, they may be eligible for an Independent Study Contract. Trips less than 5 days or longer than 15 days do not qualify.</p> <p>TO START THE INDEPENDENT STUDY PROCESS: send an email to jen.maylard@sesd.org with the dates of the absence as soon as possible. Teachers must be notified a minimum of 5 school days prior to the absence.</p>
SOCIO-EMOTIONAL RESOURCES 	<p>CHAC (Community Health Awareness Council) counselors will be available to support students on campus with socio-emotional needs www.chacmv.org</p> <ul style="list-style-type: none"> • Please contact your student's teacher or a school administrator if your child would like to meet with a CHAC counselor • All sessions are confidential and free to all families. <p>District SEL resource</p> <ul style="list-style-type: none"> • https://www.sesd.org/Page/5159
VOLUNTEERS 	<p>FOR THE SAFETY OF ALL STUDENTS AND STAFF, VOLUNTEERS MUST <u>COMPLETE THE VOLUNTEER CLEARANCE PROCESS</u> AND RECEIVE CLEARANCE BEFORE VOLUNTEERING. Please visit https://www.sesd.org/Page/1405 for more information.</p> <p>VOLUNTEER PROCESS: Before you can volunteer at Cherry Chase, you MUST submit a Volunteer Form (link under construction) along with a copy of a negative TB test result (completed within the last 4 years) to the office <i>EACH SCHOOL YEAR</i>.</p>

	<p>Volunteers will receive an email from the district when they are approved to be on campus. Please allow 3-4 weeks for this process.</p> <p>DRIVER VOLUNTEERS: In addition to completing a volunteer form, a driver's form must also be completed and turned in to the office before you are permitted to drive on school trips. These 3 forms include:</p> <ul style="list-style-type: none"> • Driver and car info page • liability waiver • a copy of your car insurance declaration page.
<p>COMMUNICATION & PARENT RESOURCES</p>	<p>CHERRY CHASE WEEKLY UPDATES: Ms. Marchant will be sending a weekly update to Charger families every Friday. Classroom updates will be sent directly from your student's teacher. <i>Please ensure that we have your most current phone number and email address on file.</i></p> <p>SCHOOL WEBSITE: www.sesd.org/cherrychase</p> <p>DISTRICT WEBSITE: www.sesd.org</p> <p>PARENT/STUDENT HANDBOOK: https://www.sesd.org/domain/969</p> <p>PTA WEBSITE: www.cherrychasepta.org</p> <p>PTA FLYER AND WEEKLY UPDATES: www.cherrychasepta.org/category/eblast</p>