



SAN DIEGO UNIFIED SCHOOL DISTRICT

DINGEMAN ELEMENTARY SCHOOL • 11840 Scripps Creek Drive, San Diego, CA 92131
Phone: (858) 549-4437
Fax: (858) 635-8948



2009-2010 School Year

Dingeman Parent(s)/Guardian(s):

Attached you will find important attendance information. Please read and return the attached information signed and dated to the teacher by September 10, 2009.

Thank You,

Kimie Lochtefeld
Principal

ATTENDANCE PROCEDURES

Attendance

Regular attendance is essential for students to make optimum academic growth and is required. **If your child is going to be absent**, it is imperative that parents notify the school office (NOT the teacher) before 9:30 a.m. by phone or in writing prior to or on the first day of their child's absence with the following information: child's legal first and last name, room number/teacher, reason for absence, and a call back number in case the office needs to contact you. **If the child is out for more than a day** parents need to notify the office each day the child is absent either by phone or in writing. The law requires us to document the reason for every student absence; therefore, calls will be made to the homes of those students whose parents/guardians have not called regarding their child's absence. In accordance with the Education Code (48200, 48260(a), 48260.5), a series of official district attendance letters are mailed to parents and reported to the state in cases of excessive unexcused absences.

Excused Absences- The reasons below are the only absences recorded as "excused" by the district.

- Verified illness
- Verified medical or dental appointments
- Attendance at funeral services for a member of the immediate family (1 day in California and 3 days out of state)
- District approved religious holidays.
- Circumstances previously approved by Attendance Clerk and Administrator

Tardiness- The school day begins promptly at 9:05 a.m. Being tardy is very disruptive to your child's morning routine as well as those of his/her classmates. Please assist us in meeting your child's educational needs by making sure your child is in their classroom before 9:05 a.m. The tardy bell rings at 9:05 a.m. If arriving at 9:05 a.m. or later, a parent/guardian must bring the student to the office for a late slip. Do not send your child directly to class without first stopping by the front office for a late slip.

Truancy- Any pupil absent from school without a valid excuse (see excused absences above) three full days or more in one school year. Tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is truant. In accordance with the Education Code (48200, 48260(a), 48260.5), a series of official district tardy letters are mailed to parents and reported to the state if the number of tardy becomes excessive.

Independent Study Contracts- May be arranged for 5-20 non-illness days with administration and teacher approval no less than a week prior to the first day of absence. The child will be assigned work to do while not at school and the school will not lose funding. The work then needs to be turned in within the first 5 school days of the student's return date. Upon receiving the required work, absences are converted from "unexcused" to "excused" status.

Procedures for Independent Study Contracts (ISC):

CONTRACTS WILL NOT BE ISSUED AFTER THE LAST SCHOOL DAY IN MAY.

- Contact the school office to receive an ISC no less than a week before absence.
- Parent and student will sign the contract.
- Teacher assigns and provides the classroom work that will be missed.
- Student turns in completed work the first day the student returns to school.

ATTENDANCE PROCEDURES:

By signing below you have stated that you have read and understand Dingeman's Attendance Procedures. Please make a copy for your records.

Parent/Guardian Signature

Date



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LATE PICK UP INFORMATION

Dear Parent(s)/Guardians of Dingeman Students,

Dismissal time is 3:35 p.m. on Monday, Tuesday, Wednesday and Friday. On Thursday dismissal time is 12:50 p.m. Please pick-up your child on time. Dingeman does not provide after-school childcare.

If you have special circumstances on any given day, you need to communicate this information to your child's teacher and the front office staff.

If your child has not been picked up by 4:00 p.m. on Monday, Tuesday, Wednesday or Friday or by 1:20 p.m. on Thursday and no contact has been made by phone or note, we will contact School Police. Your child will be transported by School Police to Polinsky Center.

We would appreciate your cooperation.

Sincerely,

Kimie Lochtefeld
Principal

LATE PICK UP INFORMATION:

By signing and dating below you have read and understood the Late Pick-Up Information. Please make a copy for your records.

Parent/Guardian Signature

Date