

Students

Absences and Excuses

Excused Absences

A student's absence shall be excused for the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometric, or chiropractic appointments (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205). Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)
5. Jury duty in the manner provided by law (Education Code 48205)
6. The illness of or medical appointment during school hours of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to:
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats not to exceed four hours per semester
 - e. Attendance at an employment conference or interview
 - f. Attendance at an educational conference offered by a non-profit organization on the legislative or judicial process
 - g. Service as a member of a precinct board for an election pursuant to Elections Code 12302
 - h. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)
 - i. Participation in religious instruction or exercises in accordance with District policy.
 - i. In such instances, student shall attend at least a minimum school day (Education Code 46014)
 - ii. The student shall be excused for this purpose for no more than four days per school month (Education Code 46014)

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Method of Verification

When a student who has been absent returns to school he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code 46012, 5 CCR 306). Absence verification must be submitted to the designated school site official within five school days from the last day of absence using one of the following methods:

1. Written note, fax, email or voice mail from the parent/guardian or other party having legal right to verify absence reasons.
2. Conversation, in person or by telephone, between verifying school employee and the student's parent/guardian or other party having legal right to verify absence reasons.
3. Physician's verification provided by parent/guardian or other party having legal right to verify absence reasons.
 - a. When excusing students for confidential medical services or verifying such appointments, District staff shall not ask the purpose of the appointments but may contact medical office to confirm the time of the appointment.
 - b. When a student has had 14 absences in the school year for illness, any further absences for illness shall be verified by a physician.
4. Visit to the student's home by District or school official or any other reasonable method which establishes the fact that the student was absent for the reasons stated.
5. Verification by school or public health nurse.

The verifying employee shall record the following upon verification:

1. Date of contact
2. Student name and date of birth or school ID number
3. Name and relationship of person verifying absence reason
4. Date(s) of absence
5. Reason for absence

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Truancy

1. Students shall be classified as truant if absent from school without a valid excuse three full days or corresponding number of periods-grades 7-12 in one school year, or 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. Such students shall be reported to the Superintendent or designee. (Education Code 48260)

The parent/guardian of a student classified as a truant shall be notified of the following:
(Education Code 48260.5)

- a. The student is truant
- b. The parent/guardian is obligated to compel the student to attend school
- c. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296
- d. The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy
- e. Alternative educational programs are available in the district
- f. The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator or attendance supervisor or his/her designee if found away from home and absent from school without a valid excuse during the school day. (Education Code 48264)
 - a. Upon his/her first truancy, the student may be given a written warning by a peace officer. A record of this warning may be kept at the school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school (Education code 48264.5)
- g. The student may be subject to suspension, restriction or delay of his/her driving privilege pursuant to Vehicle Code 13202.7
- h. It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day

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2. Upon his/her second truancy within the same school year, a student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to item #5 below.
3. Upon his/her first or second truancy within the same school year, an appropriate district staff member shall make every effort to hold at least one conference with the student and parent/guardian and may discuss resources available for achieving regular school attendance, which may include:
 - a. Program changes
 - b. Referral of family to community agency
 - c. Referral to school psychologist or student study team
 - d. Modified day
 - e. Independent study
 - f. Special school projects, special programs
 - g. School furlough
 - h. Work-experience education
 - i. Alternative education
 - j. Referral for health checkup, medical examination
4. Upon his/her third truancy within the same school year, a student may be referred to, and required to attend, an attendance review board, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the Superintendent or designee. If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to item #6 below.
5. Upon his/her fourth truancy within the same school year, the student shall be classified a habitual truant as defined in Education Code 48262. (Education Code 48264.5)

A habitual truant may be referred to a school attendance review board or to the probation department. (Education Code 48263)

When a student is referred to a school attendance review board or to the probation department, the Superintendent or designee shall provide the student and parent/guardian, in writing, the name and address of the school attendance review board or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian will be required, along with a district staff member, to meet with the school attendance review board or probation officer to consider a proper disposition of the referral. (Education Code 48263)



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If the school attendance review board or probation officer determines that available community services can resolve the problem of the truant or insubordinate students, then the school attendance review board or probation officer shall direct the student and/or the student's parents/guardians to make use of these resources. (Education Code 48263)

If the school attendance review board or probation officer determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or student's parents/guardians have failed to respond to the directives of the school attendance review board or probation officer or to services provided, the school attendance review board and/or probation officer may notify the county district attorney.

7. If a student in grades 7-12 has been judged by the county juvenile court to be a habitual truant or habitually insubordinate or disorderly at school, or if a student has been required by the court to attend school as a condition of probation, the district shall inform the juvenile court and the student's probation or parole officer, within 10 days, whenever that student is insubordinate, disorderly at school, or truant or tardy without a valid excuse. (Education Code 48267) AR 5113

The Superintendent or designee shall gather and transmit to the County Superintendent of Schools the number of referrals and types of referrals made to the school attendance review board and the number of requests for petitions made to the juvenile court. (Education Code 48273)