

**Students****BP 5113 (a)****ABSENCES AND EXCUSES**

The Governing Board believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy.

*(cf. 5112.1 – Exemptions from Attendance)*

*(cf. 5112.2 – Exclusions from Attendance)*

*(cf. 5113.1 - Truancy)*

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 6154 - Homework/Makeup Work)*

**Excused Absences**

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administrative regulations. (Education Code Sections 46010, 48216, 48205)

Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

At the beginning of each academic year, notifications shall be sent to the parents/guardians of all students, and to all students in grade nine through 12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the students' parent/guardian. (Education Code Section 46010.1)

*(cf. 5145.6 - Parental Notifications)*

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations. (Education Code Section 46014)

The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. (5 CCR 421)

Parents will be sent notification by mail of the number of unexcused absences their student has in each class at the following times:

First quarter progress report	First quarter report card	Second quarter progress report
Third quarter progress report	Third quarter report card	Fourth quarter progress report

Parents will be notified of this policy at the beginning of each school year, or upon the enrollment of the student if such enrollment is during the school year.

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Notification of unexcused absences may be sent more frequently than outlined above.

Parents may clear, by note, phone call, or other approved method any non-suspension or non-truant absence during a period of time not to exceed three school days after the occurrence of the absence. After the three-day window, a doctor's note is required to clear an absence.

If a student is to be absent from school for a portion of the day for illness or a doctor's visit, the parent or guardian must properly check the student out of school through the attendance office. If this procedure is not followed, the student's period absences may be marked as unexcused.

Students may opt to attend Voluntary Saturday School for a minimum of four hours to clear an all-day absence that is not a truancy or suspension.

The Superintendent is directed to establish procedures to implement this policy. Annually, an evaluation of this policy shall be reported to the Board of Trustees.

*(cf. 5121 – Grades/Evaluation of Student Achievement)*

*(cf. 6154 – Homework/Makeup Work)*

*Legal Reference:**EDUCATION CODE*

*1740 Employment of personnel to supervise attendance (county superintendent)*

*37201 School month*

*37223 Weekend classes*

*41601 Reports of average daily attendance*

*42238-42250.1 Apportionment*

*46000 Records (attendance)*

*46010-46014 Absences*

*46100-46119 Attendance in kindergarten and elementary schools*

*46140-46147 Attendance in junior high and high schools*

*48200-48208 Children ages of 6 and 18 years (compulsory full-time attendance)*

*48210-48216 Exclusions from attendance*

*48240-48246 Supervisors of attendance*

*48260-48273 Truants*

*48292 Filing complaint against parent*

*48320-48324 School Attendance Review Boards*

*48340-48341 Improvement of student attendance*

*48980 Parental notifications*

*49067 Unexcused absences as cause of failing grade*

*49701 Provisions of the interstate compact on educational opportunities for military children*

*ELECTIONS CODE*

*12303 Student participation on precinct boards*

*FAMILY CODE*

*6920-6929 Consent by minor for medical treatment*

*VEHICLE CODE*

*13202.7 Driving privileges; minors; suspension or delay for habitual truancy*

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**BP 5113 (c)**

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*WELFARE AND INSTITUTIONS CODE*

*601-601.4 Habitually truant minors*

*11253.5 Compulsory school attendance*

*CODE OF REGULATIONS, TITLE 5*

*306 Explanation of absence*

*420-421 Record of verification of absence due to illness and other causes*

*ATTORNEY GENERAL OPINIONS*

*87 Ops.Cal.Atty.Gen. 168 (2004)*

*66 Ops.Cal.Atty.Gen. 245, 249 (1983)*

*COURT DECISIONS:*

*American Academy of Pediatrics et al., v. Lungren et al. (1977) 16 Cal.4<sup>th</sup> 307*

*Management Resources:*

*CDE MANAGEMENT ADVISORIES*

*0114.98 School Attendance and CalWORKS, Management Bulletin 98-01*

*CSBA ADVISORIES*

*0520.97 Welfare Reform and Requirements for School Attendance*

*WEB SITES*

*CSBA: <http://www.csba.org>*

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

Policy adopted: November 13, 1990

Lancaster, California

Policy revised: July 13, 1994; August 17, 1994; June 7, 2000; April 19, 2006; June 7, 2006;  
February 2, 2011; June 14, 2017

**Students****AR 5113 (a)****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. (Education Code 48205)
  - a. Excused absence in this instance 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)
  - b. "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 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: (Education Code 48205)
  - 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; and
  - e. Attendance at an employment conference.
  - f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process.

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8. Service as a member of a precinct board for an election pursuant to Elections Code 12302. (Education Code 48205)
9. Participation in religious instruction or exercises in accordance with district policy: (Education Code 46014)
  - a. In such instances, the student shall attend at least the minimum school day; and
  - b. The student shall be excused for this purpose on no more than four days per school month.
  - c. The student's parent/guardian shall provide written consent for the absence.
10. To spend time with an 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 a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)
11. To attend his/her naturalization ceremony to become a United States citizen. (Education Code 48205)

**Method of Verification**

When students who have been absent return to school, they shall present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences within three school days of the occurrence of the absence: (Education Code 49067)

1. Written note from parent/guardian, parent representative, or student if 18 or older. (Education Code 46012)
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student;
  - b. Name of parent/guardian or parent representative;
  - c. Name of verifying employee;

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- d. Date(s) of absence; and
  - e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
  4. Physician's verification.
    - a. When excusing students for medical services or verifying such appointments, district staff may contact a medical office to confirm the time of the appointment.
    - b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.
  5. Via e-mail from a parent-verified, e-mail address.
  6. Parents will be notified of this policy at the beginning of each school year or upon the enrollment of the student. Parents will be sent notification by mail of the number of unexcused absences their student has in each class at the following times: first quarter progress report, first quarter report card, second quarter progress report, third quarter progress report, third quarter report card, fourth quarter progress report. Notification of unexcused absences may be sent more frequently than outlined above or at differing times due to school block schedules.
  7. Parents may clear, by note, phone call, any non-suspension or non-truant absence during a period of time not to exceed three school days after the occurrence of the absence. After the three-day window of opportunity a doctor's note indicating a diagnosis is required to clear an absence. (Education Code 49067)
  8. If a student is absent from school for a portion of the day for illness or a doctor's visit, the parent or guardian must properly check the student out of school through the attendance office. If this procedure is not followed, the student's period absences may be marked as unexcused. (Education Code 48205)
  9. Students may opt to attend Voluntary Saturday School for a minimum of four hours to clear an all-day absence (Education Code 37223)

**Students**

**AR 5113 (d)**

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- a. At-home suspensions, and truanancies may not be cleared through Voluntary Saturday School.
- b. Parent permission is required for the student to attend Voluntary Saturday School. (Education Code 37223)

**Parental Notifications**

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)
2. Notify students in grades 7-12 and the parents/guardians of all students that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)
3. Notify parents/guardians that a student shall not have his/her grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time, and include the full text of Education Code 48205 in the notice (Education Code 48980)

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 5145.6 - Parental Notifications)*

*(cf. 6154 - Homework/Makeup Work)*

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