

StudentsAbsences 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) (cf. 5112.2-Exclusions from Attendance)
3. Medical, dental, optometrical, or chiropractic appointment. (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 or medical appointment during school hours of a child to whom the student is the custodial parent. (Education Code 48205) (cf. 5146-Married/Pregnant/Parenting Students)
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)
 - Appearance in court
 - Attendance at a funeral service
 - Observation of a holiday or ceremony of his/her religion
 - Attendance at religious retreats not to exceed four hours per semester
 - Attendance at an employment conference
 - Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205) (cf. 6142.3-Civic Education)
9. 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 a combat support position or is on leave from or has immediately returned from such deployment. (Education Code 48204) (cf. 6173.2-Education of Children of Military Families)
10. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy. (Education Code 46014)
 - In such instances, the student shall attend at least the minimum school day.
 - The student shall be excused for this purpose on no more than four days per school month. (cf. 6141.1-Recognition of Religious Beliefs and Customs)

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 46012.2; 5 CCR 306)

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
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:
 - Name of student
 - Name of parent/guardian or parent representative
 - Name of verifying employee
 - Date(s) of absence
 - 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. The employee shall document the verification and include the information specified in item #2 above.
4. Physician's verification.
 - When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
 - When a student has had 14 absences in the school year for illness verified by methods listed in #1-3 above, any further absences for illness shall be verified by a physician.

LHS Attendance Policy- Added 8/2017)

Regular attendance at school is closely tied to student success and is required by state law. The High School will enforce the following policy in order to help reduce Chronic Absenteeism.

1. **ABSENCE LIMIT** Students, who accumulate **more than 9 absences** in a semester in one or more classes, not counting those for school activities, will receive an "NC" or No Credit grade for that class(es). An "NC" grade shall be considered an "F" grade for purposes of athletic/activities eligibility.
2. **APPEAL PROCESS** Appeals will be considered by administrative staff. Staff will meet to review all available information and consider appeals from students who have accumulated more than 9 absences and who feel that extenuating circumstances merit a waiver of the established absence limit.
3. **COMMUNICATION**
 - a. Students will be reminded of attendance rules and **consequences when they have accumulated 3 or more absences** in any class.
 - b. Office staff or an automated message machine will call the student's home each day if a student is marked absent during any class.

- c. **When students have accumulated five (5) absences** in any class, a letter will be sent to the student's parents/guardians. Parents and guardians are encouraged to monitor attendance by calling the registrar 984-6108 at any time to check their student's attendance and tardiness record, and/or arrange a call from, or a meeting with, the Principal 984-6108.
- d. **When students have accumulated 9 absences** a staff member will try to contact parents/guardians by phone, mail, or home visit, to inform them of their student's attendance and to arrange a meeting with the Principal or the school counselor to help resolve the issue. The appeal process will be reviewed at this point.
- e. After a student is absent from school, parents are asked to call or send a note within 3 days to explain any absence. Failure to explain an absence within 3 days will result in an absence being classified an unexcused truancy absence (i.e. cut).

Adopted September 13, 2012

LAYTONVILLE UNIFIED SCHOOL DISTRICT
Laytonville, California

Revised September 7, 2017