

DRAFT April 1<sup>st</sup>, 2025

**Policy 5113: Absences And Excuses**

Status: ADOPTED

Original Adopted Date: 05/14/1997 | Last Revised Date: 08/26/2002 | Last Reviewed Date: 08/26/2002

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.

In accordance with law, Board policy, and administrative regulation, absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons as specified in Education Code 48205, and work in the entertainment or allied industry as permitted pursuant to Education Code 48225.5.

When a student's absence from school is excused, the student's teacher shall determine identical or reasonably equivalent assignments and tests to those missed during the absence which the student shall be permitted to complete for full credit within a reasonable amount of time. (Education Code 48205, 48225.5)

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

Inasmuch as school attendance and class participation are integral to students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

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)

**~~{School Attendance and Tardy Policy}~~**

**Absences**

~~An "unexcused absence" is an absence in excess of a 30 minute period occurring in a given class. Students may not exceed 14 absences across their entire schedule. A full day, unexcused absence counts as 5, 6, or 7 absences (depending on how many classes a student carries) toward the total of 14. On the 15th unexcused absence, students may be referred to an alternative educational program/site pursuant to the district's involuntary transfer policy (AR/OP 5113).~~

**~~Points to Remember:~~**

- ~~1. Unexcused absences will be counted across a student's entire schedule.~~
- ~~2. Parents and students will receive telephone calls and mailed warnings as absences accumulate.~~
- ~~3. At the 10th unexcused period absence, there will be a mandatory parent conference with the student's Assistant Principal. This conference will be scheduled to occur the morning after the family is contacted by the school.~~
- ~~4. At the student/parent conference, consequences for continued cutting are discussed and the student is assigned Saturday School. An attendance contract will also be signed at this meeting. Failure to attend Saturday School may result in transfer to an alternative educational program/site.~~

~~5. Unexcused absences in a given class may result in an "F" grade in that class.~~

~~6. Students are not entitled to make up assignments and tests missed due to unexcused absences or to receive credit for such work.~~

### **Tardies**

An "unexcused tardy" is defined as absence from class from the time the bell rings until up to 30 minutes of a class period. Students may not exceed 19 unexcused tardies across their entire schedule. On the 20th unexcused tardy, students may be referred to an alternative educational program/site pursuant to the district's involuntary transfer policy.

Points to Remember:

- ~~1. Unexcused tardies will be counted across a student's entire schedule. An unexcused tardy is absence from class from when the bell rings until up to 30 minutes of a class period.~~
- ~~2. At the 15th unexcused tardy, there will be a mandatory parent conference with the student's Assistant Principal. This conference will be scheduled to occur the morning after the family is contacted by the school.~~
- ~~3. At the student/parent conference, consequences for continued tardiness are discussed and the student is assigned to Saturday School. A contract will also be signed at this meeting. Failure to attend Saturday School may result in transfer to an alternative educational program/site pursuant to the district's involuntary transfer policy.~~

### **Definitions Of Terms**

~~Excused— Illness, quarantine, health appointments (medical, dental, and optometry), religious holiday observances, death in the immediate family or serving on jury duty are the only legal reasons to be absent from school. School-initiated activities that cause a student to miss a class are also considered "excused absences."~~

~~Unexcused— "Cuts" or other absences not classified as excused in the paragraph above are designated as "unexcused absences." Unexcused absences will be counted across a student's entire schedule; e.g. if a student has one unexcused absence in second period, two in third, and one in sixth, that equals four unexcused absences.~~

~~Truancy— A truant is defined as any student who is absent from school without a valid excuse for three full days 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. (Education Code 48260) A truant will be reported to the Associate Superintendent in charge of Educational Services.~~

~~Upon a student's initial classification as a truant, the district will notify the student's parent or guardian of the following:~~

- ~~1. Student is a truant~~
- ~~2. Parent or guardian is obligated to compel the attendance of the student at school~~
- ~~3. Parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution~~
- ~~4. Alternative educational programs are available in the district~~
- ~~5. Parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy~~
- ~~6. Student/parent may be subject to prosecution~~
- ~~7. Student may be subject to suspension, restriction or delay of driving privileges~~
- ~~8. It is recommended that parent or guardian accompany the student to the school and attend classes with the student for one day.~~

~~Any student who has been reported as a truant and who is again absent from school without valid excuse one or more~~

days, or tardy, or absent from class for more than 30 minutes on one or more days, will again be reported as a truant to the Associate Superintendent in charge of Educational Services.

Any student is deemed a habitual truant who has been reported as a truant three or more times per school year, as long as an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian or the student and the student himself, after the filing of the reports.

### **Reporting Absences**

Parents are required to call the attendance office the day their student is absent. When parents do not call within 2 school days, the absences are counted as unexcused. The school will not accept late phone calls or notes. Parents must call the attendance office. Messages may also be left in Spanish and Vietnamese. Calls can be made 24 hours a day to the "Attendance 24 hour line".

### **Grade Penalty**

Students may receive a failing grade in a class if they accumulate 15 or more unexcused absences in that class. Involuntary Transfers to Alternative Programs/Sites

A student may be transferred involuntarily to an alternative program or site for any one of the following reasons:

1. Credit deficiency
2. Truancy
3. Violations of the school's attendance policy—A student with 15 or more "unexcused absences" or 20 or more "unexcused tardies" as defined in OP 5113, may be transferred to a community school, continuation school, or any other alternative program or site, deemed appropriate by school/district officials
4. Failure to attend Saturday School
5. Violations of Ed Code 48900/48915

Involuntary transfer to an alternative program/site shall be imposed only when other means have failed to bring about student improvement and the decision to transfer must be in writing and must state the facts and reasons for the decision.

Prior to being transferred to a continuation school, written notice must be given to the student and student's parent or guardian informing them of the opportunity to request a meeting with a designee of the district superintendent prior to the transfer. At the meeting, the pupil or parent/guardian will be informed of the specific facts and reasons for the proposed transfer and will have the opportunity to inspect all documents relied upon, question any evidence and witnesses presented and present evidence on the student's behalf. The student may designate one or more representatives and witnesses to be present with him or her at the meeting.

None of the persons involved in the final decision to make an involuntary transfer of a student to a continuation school shall be a member of the staff of the school in which the student is enrolled at the time that the decision is made. The involuntary transfer decision must indicate whether the decision is subject to periodic review and the procedure. No involuntary transfer to a continuation school shall extend beyond the end of the semester following the semester during which the acts leading directly to the involuntary transfer occurred unless the Governing Board adopts a procedure for yearly review of the involuntary transfer at the request of the student or student's parent or guardian.

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