

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, optometrical, 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, brother, sister or any relative living in the student's immediate household. (Education Code [45194](#), [48205](#))
5. 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
6. 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
 - b. The student shall be excused for this purpose on no more than four days per school month

ABSENCES AND EXCUSES (continued)

Any students whose absences fall under the above shall be allowed to complete all assignments and tests missed during the excused absence that can be reasonably provided and upon satisfactory completion shall be given full credit

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:

1. Written note from parent/guardian or parent representative. (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
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method that 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 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.
 - b. 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 must be verified by a physician.

ABSENCES AND EXCUSES (continued)

Consequences for Excessive Absenteeism

For excused absences, the Board authorizes a teacher or other District representative to consider any or all of the following consequences when a student is absent for more than 20 days:

1. Denying credit or lowering of a grade due to unsatisfactory completion of work missed during excused absences.
2. Referral to school administration
3. Referral to Student Attendance Review Board (SARB)
4. Mandatory attendance at after-school or Saturday school program
5. Mandatory summer school
6. Possible retention

For unexcused absences, in addition to consequences #1-6 above, a teacher or other District representative may deny credit or lower a grade.