

Saratoga USD | AR 5113 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)

(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, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)

5. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (Education Code 48205)

(cf. 5146 - Pregnant/Parenting Students)

6. 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
- e. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process (cf. 6142.3 - Civic Education)
- f. Attendance at the birth of a sibling
- g. Attendance at the graduation of an immediate family member
- h. Recovery from bereavement after the death of an immediate family member

7. 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 48205)

(cf. 6173.2 - Education of Children of Military Families)

8. Participation in religious exercises or to receive moral and religious instruction 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.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

The Saratoga Union School District Board of Trustees and administration believe it is vital for students to attend school when they are healthy. Therefore absences for family outings and vacations during days of instruction throughout the school year are strongly discouraged. It is the policy of the District that student absences due to family vacations and trips do not constitute a justifiable personal reason for the purpose of determining whether or not an absence from school is excused.

Tardy

Definition of Tardy: Students are expected to be at school on-time and ready to learn at the beginning of the school day. For purposes of attendance record-keeping, a student is tardy when, upon the ringing of the second bell, the student is not either 1) physically within the boundaries of the classroom (or, for physical education classes, within close proximity of the area of student congregation before class); 2) immediately outside of the classroom and either waiting to enter, or in the process of entering the classroom; or 3) en route to the classroom within the visual line of site of the teacher.

Students shall not be considered tardy if their absence is due to transportation provided by the District for school-related activities. A tardy may be excused for an extraordinary and compelling reason on a case-by-case basis at the discretion of an administrator.

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)

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:
 - 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 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.

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 5 absences in the school year for illness verified by methods listed in #1-3 above, any further absences for illness ~~shall~~ ^{may} be verified by a physician.

Regulation SARATOGA UNION SCHOOL DISTRICT

approved: March 23, 2017 Saratoga, California