

San Dieguito Union High School District

Attendance Policies and Procedures

AR 5113

Students

Regular attendance and class participation are an integral part of our students' learning experience; together, they determine student success. The San Dieguito Union High School District (SDUHSD) is committed to cultivating exemplary attendance habits.

A student is tardy when the student is late to a single scheduled class period.

A student is absent when the student is not present during the entire scheduled class period.

Truancy Policy

A student is truant when the student is tardy or absent from class without school and parent/guardian/educational rights holder knowledge or permission, or when the student leaves class or school campus without permission before the class or school day is officially over. All unverified absences are considered truant. Parents/guardians/educational rights holders have 48 hours to clear an absence or it remains truant in school reports. 48 hours shall mean 2 school days.

Students who forge notes will be considered truant and will be subject to disciplinary consequences.

Tardy Policy

A student is considered tardy if the student is not in class when the bell rings. Students will be subject to disciplinary consequences for excessive tardies.

Absence Policy

Students are expected to be in class on time. If a student is absent for any reason, parents/guardians/educational rights holders have 48 hours to verify the absence through the Attendance Office (see section on Reporting and Clearing Absences).

- All unverified absences will be considered truant after 48 hours.
- If an absence is verified by the parent/guardian/educational rights holder, but the reason for the absence is not categorized as excused per California Education Code section 48205 California Education Code section 48205, the absence will be considered unexcused. See section on Excused and Unexcused Absences.

We will notify parents/guardians/educational rights holders daily when students are marked absent for one or more periods and when their student accumulates 5 full-day absences at a middle school or 20 period absences at a high school. When a student accumulates excessive absences, the student may be required to meet with the Student Attendance Review Team (SART). The SART, which includes the student and parent/guardian/educational rights holder, will develop an attendance contract for the student, and may issue consequences for non-compliance of school attendance

policy.

If the SART contract is broken or if the student continues to accumulate excessive unverified or unexcused absences, the student will receive a referral to the Student Attendance Review Board (SARB), which is an extension of Juvenile Court.

Parents/guardians/educational rights holders may access their student's attendance history on a daily basis via Aeries.

Reporting and Clearing Absences

Absences can be reported by Parent/Guardian/educational rights holder note, parent/guardian/educational rights holder phone call, parent/guardian/educational rights holder email or note from a medical provider confirming the time for an appointment.

- Upon returning to school the day following an absence, the student should report to the Attendance Office with a note signed by the parent/guardian/educational rights holder that includes: legal name, date/periods of absence, and reason for absence.
- Parents/guardians/educational rights holders may also email or call with this information in lieu of a note. Notes, phone calls, or emails lacking any of the required information (name, date/periods, reason) will remain unverified.
- Please note that parents/guardians/educational rights holders have 48 hours following the absence to verify and clear absences. After 48 hours, any unverified absences will automatically be considered truant. In exceptional circumstances and only with administrative approval, absences verified after 48 hours may be cleared, but no changes can be made to student attendance after district/state reports have been submitted.

School-sponsored field trips, athletic events, or other school business absences can only be cleared by a school official. Parents/guardians/educational rights holders are unable to clear these absences, but students should follow up with the appropriate school staff member if they find out their absence has not been cleared after 48 hours.

If students are marked absent or tardy in error, they should contact the teacher who will then work with the Attendance Office to correct the error. Parent/guardian/educational rights holder/ student will have 48 hours to correct the error from the time they learn of the error.

Students who arrive less than 30 minutes late to school or class should report to class and the teacher shall mark the student tardy. If the tardy meets the excused absence criteria, please contact the attendance office to clear the tardy.

Students who arrive more than 30 minutes late to school or class should check in with the Attendance Office prior to reporting to class. A readmit slip is required to go back to class. Parents/guardians/educational rights holders may verify a partial period/day absence with a note, email or phone call.

SART or SARB Contract

Students who have an active SART or SARB contract must provide documentation such as a physician medical verification, etc. to clear any absences or tardies.

Please Note: Allow up to 5 school days for absences verified by parent/guardian/educational rights holder note, phone call, or email, Off-Campus Permit, or school official to be reflected in Aeries records. If

verification of your attendance is not correctly reflected in Aeries, please contact the Attendance Office.

Excused Absences

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness, including absence for the benefit of the student's mental or behavioral health.
2. Quarantine under the direction of a county or city health officer.
3. Medical, dental, optometrical, or chiropractic service or appointment.
4. Attendance at funeral services for a member of the student's immediate family.

Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.

5. Jury duty in the manner provided for by law.
6. Illness or medical appointment of a child to whom the student is the custodial parent.
7. Upon advance written request by the parent/guardian/educational rights holder and the approval of the principal or designee, justifiable personal reasons, including, but not limited to:
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observance of a religious holiday or ceremony
 - d. Attendance at religious retreats for no more than four hours per semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
 - g. College visit(s) during junior or senior year (up to three days) with a completed college visit permission form, when the pupil's absence is requested in writing by the parent or guardian/ educational rights holder and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302.
9. 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

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee.

10. Attendance at the student's naturalization ceremony to become a United States citizen.
11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people
12. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence. Unless otherwise permitted by the Superintendent or designee, students shall be limited to one such school day-long absence per school year.
13. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church, or denomination.

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month.

14. Work in the entertainment or allied industry

Work for a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days. For this purpose, student absence shall be excused for a maximum of up to five absences per school year.

15. Participation with a nonprofit performing arts organization in a performance for a public school audience.

A student may be excused for up to five such absences per school year provided that the student's parent/guardian/educational rights holder provides a written explanation of such absence to the school.

16. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances

For the purpose of the absences described above, immediate family means the student's parent/guardian/educational rights holder, brother or sister, grandparent, or any other relative living in the student's household.

Method of Verification

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's

note.

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation, either in person or by written note, verifying the reason for the absence. Absences shall be verified by the student's parent/guardian/educational rights holder, other person having charge or control of the student, or the student if age 18 or older.

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian/educational rights holder or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian/educational rights holder or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian/educational rights holder 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 request a note from the 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.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

“Immediate family,” as used in this section, has the same meaning as set forth in Section 45194, except that references therein to “employee” shall be deemed to be references to “pupil.”

Upon written request of the educational rights holder, prior approval of the Principal or designee and pursuant to Board policy, a student’s absence may be excused for additional reasons.

Such reasons include, but are not limited to:

- A. Attendance at a funeral service for someone who is not a family member
- B. Family emergencies
- C. Appearance at School Attendance Review Board or School Attendance Review Team

Make-Up Work Policy

Unexcused Absences

At the sole discretion of the classroom teacher, students may be allowed to make up quizzes, tests, and/or other school work for days students have unverified or unexcused absences or tardies in their classes.

If a student needs to make up work, upon return to the classroom it is the student’s responsibility to make arrangements with the teacher as to the appropriate time to make up the work. The teacher shall determine a reasonable time frame to complete the work.

Parents/guardians/educational rights holders need to contact the Attendance Office if an absence or tardy is not cleared after 5 school days from the date verification was sent and is prohibiting a student from receiving credit for an assignment.

Excused Absences

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can reasonably be provided and, upon satisfactory completion within a reasonable period of time as determined by the classroom teacher, shall be given full credit. The teacher of any classroom from which a pupil is absent shall determine the tests and assignments reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

Extended Unexcused Absences

Students and parents/guardians/educational rights holders must speak with the Assistant Principal’s Office concerning known absences that will extend beyond 10 consecutive school days.

When school officials are informed that a student will be out for more than 10 consecutive school days as unexcused absences, the student will be dis-enrolled until the student returns to school. Upon returning to school from an extended unexcused absence, the student will be re-enrolled. Students will not be provided with coursework prior to or during the extended unexcused absence. Upon the student’s return to school from the unexcused absence, each teacher will determine what assignments and/or tests

the student must complete to demonstrate mastery of the content covered during the student's extended unexcused absence in order to earn a grade/credits.

Illness/Injury

Students returning from extended absences due to ILLNESS or INJURY will be required to submit documentation according to the District's Health Office Guidelines.

- Medical documentation is required for any absence due to illness that extends 5 consecutive school days or more; documentation must be provided before the absence will be cleared.

Off-Campus Permits

Any student who has a medical/dental appointment or who needs to leave campus for any reason after the student has arrived at school must first acquire an Off-Campus Permit from the Attendance Office on the day of the appointment in order for the absence to be properly verified.

- The Attendance Office will not issue a pass unless the parent/guardian/educational rights holder has verified the absence with the Attendance Office prior to the student leaving campus.
- Students who wish to obtain an Off-Campus Permit must come to the Attendance Office before school, at nutrition/ lunch, or during passing periods prior to leaving campus.
- When leaving campus, students must sign out at the Attendance Office. If students return to campus the same day, they must sign back in at the Attendance Office before going to class.

Students who are sick may not leave campus without an Off-Campus Permit from the Health Office. If for any reason the Health Office or Attendance Office is closed, a student should go to the Counseling Office for assistance. Students found off campus without a pass will be considered truant.

Please note: Parents/guardians/educational rights holders cannot excuse their student's absence after the student has left campus without an Off-Campus Permit.

Students Who Are 18

Students who are 18 years of age and older may sign their own notes to clear their absences or leave campus. Although 18-year-old students have the power to excuse themselves, an absence will not be excused unless it is in one of the categories listed above for excused absences.

Medical documentation may be requested at any time to support absences due to illness or medical appointments. Students who are unable to provide documentation when requested will be considered truant.

Complete information regarding attendance and updated attendance policies can be found on the SDUHSD website under ATTENDANCE.

Parental Notifications

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

1. Notify parents/guardians/educational rights holders 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

2. Notify students in grades 7-12 and the parents/guardians/educational rights holders of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian/educational rights holder
3. Notify parents/guardians/educational rights holders that a student shall not have a 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. Such notice shall include the full text of Education Code 48205.

State	Description
5 CCR 306	Explanation of absence
5 CCR 420-421	Record of verification of absence due to illness and other causes
Ed. Code 1740	Employment of personnel to supervise attendance (county superintendent)
Ed. Code 37201	School month
Ed. Code 37223	Weekend classes
Ed. Code 41601	Reports of average daily attendance
Ed. Code 42238-42250.1	Apportionments
Ed. Code 46000	Records (attendance)
Ed. Code 46010-46015	Absences
Ed. Code 46110-46120	Attendance in kindergarten and elementary schools
Ed. Code 46140-46148	Attendance in junior high and high schools
Ed. Code 48200-48208	Children ages 6-18 (compulsory full-time attendance)
Ed. Code 48210-48216	Exclusions from attendance
Ed. Code 48225.5	Work permit; excused absence; entertainment or allied industries; participation in not-for-profit performing arts organization
Ed. Code 48240-48246	Supervisors of attendance

Ed. Code 48260-48273	Truants
Ed. Code 48292	Filing complaint against parent
Ed. Code 48320-48324	School attendance review boards
Ed. Code 48340-48341	Improvement of student attendance
Ed. Code 48980	Parent/ Guardian notifications
Ed. Code 49067	Unexcused absences as cause of failing grade
Ed. Code 49701	Provisions of the interstate compact on educational opportunities for military children
Elec. Code 12302	Student participation on precinct boards
Fam. Code 6920-6930	Consent by minor for medical treatment
W&I Code 11253.5	Compulsory school attendance
W&I Code 601-601.5	Habitually truant minors
Management Resources	Description
Attorney General Opinion	66 Ops.Cal.Atty.Gen. 244 (1983)
Attorney General Opinion	87 Ops.Cal.Atty.Gen. 168 (2004)
Court Decision	American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307
CSBA Publication	Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010
Website	CSBA

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