

## SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

### STUDENT ATTENDANCE POLICY

The California Compulsory Education Law requires students ages 6 – 18 years of age to attend school all day, therefore attendance is taken every period. San Dieguito Union School District observes and adheres to California Education Code 48205 when excusing student absences. A student absence will only be excused if the reason for the absence, as reported by the parent/guardian, meets the criteria specified in California Education Code 48205 (see below). The State of California requires that when a student is absent, the PARENT or GUARDIAN must contact the school and verify the reason for, and the dates of the absence. Absences not excused by a parent/guardian will be recorded as unexcused and may result in truancy.

#### **Excused absences as specified in *California Education Code 48205* are as follows:**

1. Personal illness or injury
2. Quarantine under the direction of a county or city health official
3. Medical, dental, optometric or chiropractic services in which student can present a note from parent/guardian or evidence of appointment.
4. Attendance of funeral service for a member of the IMMEDIATE family.
5. Jury duty in the manner provided by law.
6. Pupil is custodial parent of a child who is ill or has a medical appointment.
7. Exclusion for failure to present evidence of immunization.
8. Exclusion from school because student is either the carrier of a contagious disease or not immunized from a contagious disease.
9. Pupils in Grade 7 to 12 who leave school with prior approval of the principal or designee to obtain confidential medical services. The pupil is to return a copy of the medical professional's appointment verification form.
10. Upon written request of the Parent/Guardian, prior approval of the Principal or designee and pursuant to Board policy, a student's absence may be excused for additional reasons.

#### **Reasons include, but are not limited to:**

- a. Appearance in court.
- b. Observance of a religious holiday or ceremony.
- c. Attendance at religious retreats, not to exceed 4 hours per semester.
- d. Employment interview or conference.
- e. Attendance at a funeral service for someone who is not a family member.
- f. Family emergencies.
- g. Appearance at SARB or SART.

Note: 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, shall be given full credit. The teacher of any class room 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.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

STUDENT ATTENDANCE POLICY

**UNDERSTANDING STUDENT RECORD ABSENCE CODING:**

If you review your student's attendance record you will find that on the days your student is in attendance, their attendance record will be coded with a (-). For the days your student was not at school, or was tardy, an absence code is entered on his/her attendance record. The following is a list of absence codes, their definitions and descriptions to assist parent/guardians in understanding these codes.

CODE CATEGORY FOR **EXCUSED ABSENCES**:

<b>CODE</b>	<b>Definition</b>	<b>Description</b>
-	Present	Student is at school.
W	Verified	Activity Student is participating in school verified activity.
C	Testing	Student is participating in school testing outside of scheduled class.
E	Excused-Verified	Student is excused pursuant to <i>California Education Code 48205</i> . This includes absences for a medical appointment, attendance of funeral services for member of immediate family, jury duty, or student is custodial parent of ill child. Also includes absences that have received prior approval by the Principal/designee for religious holiday, employment interview, non-family member funeral service, court appearance, SART/SARB, confidential medical appointment or other pre-approved absence.
I	Illness/Injury	Student is ill, injured or has medical priorities.
O	Emergency	Family Emergency
R	Immunization	Failure to present evidence of immunization, student is carrier of contagious disease or not immunized for contagious disease, quarantined under direction of health official.

Note: For further information on how to clear your student's absences please contact your school site attendance office.

CODE CATEGORY FOR **UNEXCUSED** ABSENCES:

<b>CODE</b>	<b>Definition</b>	<b>Description</b>
A	Absent	Student is absent without parent/guardian verification.
X	Personal	Parent calls in to report the absence, but the reason for the absence fails to meet the State Education Code specifications; absence is verified but unexcused.
Y	Truant	Truant – Parent did not verify absence.

Note: Some examples of unexcused absences include, but are not limited to, family vacation, car trouble, alarm didn't go off, missed bus/carpool, traffic, electricity went off, etc. It is important for parents/guardians to remember that even though you report and verify report your student's absence, if the reason given for the absence does not meet the criteria outlined by the State of California in the excused absence section, the absence will be coded as parent verified (X Code), but will not be excused.