

## BP 5113 Absences And Excuses

The Governing Board believes that regular attendance plays an important role in student achievement. ~~The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged six to 18 are obligated to send their children to school unless otherwise provided by law.~~ The Board shall abide by work with parents/guardians and students to ensure their compliance with all state attendance laws, and may use appropriate legal means to correct the problems of excessive chronic absence or truancy.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5113.1 - Chronic Absence and Truancy)

### Excused Absences

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administration regulations. (Education Code ~~46010, 46010.5,~~ 48205) Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during nonschool hours.

At the beginning of each academic year, ~~notifications shall be sent~~ the Superintendent or designee shall send a notification to the parents/guardians of all students, and to all students in grades 7-12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)

(cf. 5145.6 - Parental Notifications)

~~Students in grades K-6 shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency. Students in grades 7-12 shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointment.~~

~~In this and all cases, however, it is the intent of the district to excuse student absences only with the knowledge and approval of parents/guardians.~~

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

### Effect of Absence on Grades/Credits

If a student's absence is excused under Education Code 48205, he/she shall be allowed to complete any missed assignment or test that can be reasonably given, as determined by the teacher of that class. The student shall be given full credit for the assignment or test if he/she satisfactorily completes the assignment or test within a reasonable period of time. (Education Code 48205)

A student's grades may be affected by excessive unexcused absences in accordance with Board policy.

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 6154 - Homework/Makeup Work)*

Legal Reference:

EDUCATION CODE

[1740](#) Employment of personnel to supervise attendance (county superintendent)

[2550-2558.6](#) Computation of revenue limits

[37201](#) School month

[41601](#) Reports of average daily attendance

[42238-42250.1](#) Apportionments

[46000](#) Records (attendance)

[46010-46014](#) Absences

[46100-46119](#) Attendance in kindergarten and elementary schools

[46140-46147](#) Attendance in junior high and high schools

[48200-48208](#) Children ages 6-18 (compulsory full-time attendance)

[48210-48216](#) Exclusions from attendance

[48240-48246](#) Supervisors of attendance

[48260-48273](#) Truants

[48292](#) Filing complaint against parent

[48320-48324](#) School attendance review boards

[48340-48341](#) Improvement of student attendance

[49067](#) Unexcused absences as cause of failing grade

*49701 Provisions of the interstate compact on educational opportunities for military children*

## ELECTIONS CODE

[12302](#) Student participation on precinct boards

## FAMILY CODE

[6920-6929](#) Consent by minor

## VEHICLE CODE

[13202.7](#) Driving privileges; minors; suspension or delay for habitual truancy

## WELFARE AND INSTITUTIONS CODE

[601-601.4](#) Habitually truant minors

[11253.5](#) Compulsory school attendance

## CODE OF REGULATIONS, TITLE 5

[306](#) Explanation of absence

[420-421](#) Record of verification of absence due to illness and other causes

## ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 168 (2004)

66 Ops.Cal.Atty.Gen. 245, 249 [244](#) (1983)

## COURT DECISIONS

American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307

Management Resources:

## ~~CDE MANAGEMENT ADVISORIES~~

~~[0114.98](#) School Attendance and CalWORKS, Management Bulletin 98-01~~

## ~~CSBA ADVISORIES~~

~~[0520.97](#) Welfare Reform and Requirements for School Attendance~~

## **CSBA PUBLICATIONS**

***Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010***

## WEB SITES

CSBA: <http://www.csba.org>

Policy LA CANADA UNIFIED SCHOOL DISTRICT

adopted: May 13, 2003 La Canada Flintridge, California

revised: December 11, 2015

## AR 5113      Absences and Excuses

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 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, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household. (Education Code [45194](#), [48205](#))

5. Jury duty in the manner provided by law (Education Code [48205](#))

~~6. Service as a member of a precinct board for an election pursuant to Elections Code [12302](#) (Education Code [48205](#))~~ REORDERED to #8 below

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

### **(cf. 5146 - Married/Pregnant/Parenting Students)**

~~7. In addition, a student's absence shall be excused for justifiable personal reasons. **Upon** advance written request by the parent/guardian and approval of the principal or designee shall be required for absences for, **justifiable personal reasons including, but not limited to:**~~ (Education Code [48205](#))

- ~~1.~~ **a.** Appearance in court
- ~~2.~~ **b.** Attendance at a funeral service
- ~~3.~~ **c.** Observation of a holiday or ceremony of his/her religion
- ~~4.~~ **d.** Attendance at religious retreats for no more than four hours during a semester
- ~~5.~~ **e.** Employment interview or conference

### **f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process**

~~In addition, if a student is the custodial parent of a child, his/her absence shall be excused when the child is ill or has a medical appointment during school hours. (Education Code [48205](#))~~  
REORDERED and AMENDED, see #6 above

**8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)**

(cf. 6142.3 - Civic Education)

**9. 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)

**10. 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)

Method of Verification

When ~~students~~ a student who ~~have~~ has been absent ~~return~~ returns to school, ~~they~~ he/she must 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, parent representative, or student if 18 or older (~~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 or dates 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. 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~~ 5 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.

~~Truancy~~

~~Students shall be classified as truant if absent from school without a valid excuse 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. Such students shall be reported to the Superintendent or designee. (Education Code [48260](#))~~

~~The Superintendent or designee shall gather and transmit to the County Superintendent of Schools the number of referrals and types of referrals made to the school attendance review board and the number of requests for petitions made to the juvenile court. (Education Code [48273](#))~~

Administrative LA CANADA UNIFIED SCHOOL DISTRICT

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