

Language Academy of Sacramento

STUDENT POLICY

STUDENT POLICY #4

Attendance

Excused Absences for Classroom Attendance

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or Board policy. (Ed Code 48205)

A student's absence shall be excused for the following reasons:

1. Personal illness;
2. Quarantine under the direction of a county or city health officer;
3. Medical, dental, optometrist, or chiropractic appointments;
4. Attendance at funeral services for a member of the immediate family:
 - 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.
 - 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.
5. Jury duty in the manner provided by law;
6. Participation in religious instruction or exercises in accordance with School policy:
 - 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 school days per month.

In addition, a student's absence shall be excused for justifiable personal reasons. Advance written request by the parent/guardians and approval of the principal or designee shall be required for absences for:

1. Appearance in court;
2. Attendance at a funeral;
3. Observation of a holiday or ceremony of his/her religion;
4. Attendance at religious retreats for no more than four hours during a semester;
5. Employment interview or conference.

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.

Method of Verification

When students who have been absent return to school, they must 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/guardians, parent representative, or student if 18 or older;
2. Conversation, in person, by telephone or email between the verifying employee and the student's parent/guardians or parent representative. The employee shall subsequently record the following:
 - a. Name of student;
 - b. Name of parent/guardians or parent representative;
 - c. Name of verifying employee;
 - d. Date or dates of absence; and
 - 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, School 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 10 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.

Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

At the beginning of each academic year, notifications shall be sent to the parents/guardians of all students and to all students in grades 7th through 8th, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardians (Ed Code 46010.1)

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

be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointment.

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law. Attendance at religious retreats shall not exceed four hours per semester. A semester is define as August through December and January through June of any school year.

Unexcused Absences/Truancy for Classroom Based Attendance

The Director, or designee, shall implement positive steps to reduce truancy. Students who are habitual truants or habitually insubordinate or disorderly during attendance at School may be referred to the appropriate law enforcement agency.

When the student's attendance problems cannot be resolved or the student and parent/guardians have failed to respond to directives to correct the problem, a student who has been classified as truant may be referred to the district attorney or probation officer for truancy mediation. Further, the School attendance review board or probation officer may request a juvenile court petition on behalf of the student.

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

1. 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 Director or designee.

The parent/guardians of a student classified as a truant shall be notified of the following:

- a. The student is truant;
- b. The parent/guardians is obligated to compel the student to attend school;
- c. The parent/guardians who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution;
- d. The parent/guardians has the right to meet with appropriate school personnel to discuss solutions to the student's truancy;
- e. Alternative educational programs are available through the School;
- f. A school administrator or his or her designee, or a peace officer may arrest or assume temporary custody, during school time hours, of any minor subject to compulsory full time education found away from his or her home and who is absent from school without a valid excuse within the county, city, or city and county, or school district. (Ed Code 48264).
- g. The student may be subject to suspension, restriction or delay of his/her driving privilege; and

- h. It is recommended that the parent/guardians accompany the student to school and attend classes with the student for one day.
2. Upon his/her first truancy, a student may be given a written warning or may receive a phone call from the school Director/Principal . A record of this warning may be kept at school for at least two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school.
3. Upon his/her second truancy within the same school year, a student will be given a second written warning and a conference and/or meeting with the Director/Principal may be scheduled.
4. Upon his/her third truancy within the same school year, the student's parents or legal guardians will be required to attend a meeting with the Director/Principal to discuss an attendance plan.
5. Upon his/her fourth truancy within the same school year, the student's parent or legal guardians will be required to attend a Student Success Team Meeting, and may be assigned to an after-school or weekend study program. If the student fails to successfully complete this study program, he/she shall be subject to item #6 below.
6. Upon the fifth truancy or above within the same school year, the parent or legal guardians and student will be referred to the Governing Board's Attendance Review Ad Hoc committee. The Director or designee shall provide the student and parent/guardians, in writing, the name and address of the Governing Board's Attendance Review Ad Hoc committee and the reason for the referral. This notice shall indicate that the student and parent/guardians will be required, along with a School staff member, to meet with the Governing Board's Attendance Review Ad Hoc committee.

If the Governing Board's Attendance Review Ad Hoc committee determines that available community services can resolve the problem of the truant or insubordinate students, then the school shall direct the student and/or the student's parents/guardians to make use of these resources.

If the Governing Board's Attendance Review Ad Hoc committee determine that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or student's parents/guardians have failed to respond to the directives of the Governing Board's Attendance Review Ad Hoc committee the student shall be classified as habitually truant and the parent or legal guardians will be notified that a habitually truant student may be referred to the county district attorney.

6. If a student in grades 7-12 has been judged by the county juvenile court to be a habitual truant or habitually insubordinate or disorderly at the School, or if a student has been required by the court to attend school as a condition of probation, the School shall inform the juvenile court and the student's probation or parole officer, within 10 days, whenever that student is insubordinate, disorderly at school, or truant or tardy without a valid excuse.

Reports

The Director, or designee, shall gather and transmit to the Board 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.

Adopted:

Amended: