

# **Azevada Elementary**

## Parent/Guardian & Student Handbook

### Attendance Policy

Excused Absences - Page 6,

(Update on Personal Days - Site Specific)

- If child is sick, the parent can excuse the child for up to three days. On day four, we require a doctor's note.
- A child can receive up to five days of "personal" absences, but those must be pre-approved by the site administrator.

# SCHOOL ATTENDANCE

## **Mandatory Attendance**

Each person between the age of 6 and 18, who has not been officially exempted from school, must be enrolled and attend school full time. (EC 48200; 48400 et seq.)

## **Parent/Guardian Responsibilities**

It is the obligation of the parent/guardian to compel the attendance of their student at school. Any parent/guardian who fails to meet this obligation may be guilty of an infraction and subject to prosecution. (EC 48260.5)

## **Daytime Youth Protection Ordinance**

In the spring of 2006 the City of Fremont passed the Daytime Youth Protection Ordinance which makes it an infraction for any school aged person to be in the community, unsupervised by the student's parent, during school hours. Students who violate this ordinance will be cited with an infraction and returned to their school by the Fremont Police Department.

## **Truancy**

Any student who is absent one full school day, or tardy or absent for more than any 30 minute period during a school day without a valid excuse, or any combination, thereof on three occasions, will be classified as a truant. (EC 48260) The student's parent/guardian will be sent a truancy letter.

Any student who has once been reported as a truant and who is again tardy or absent during a school day without a valid excuse on one or more occasions, shall be again reported as a truant. (EC 48261) The student's parent/guardian will be sent additional truancy letter(s), and the school will request a conference to address the attendance problem.

Any student who has been reported as a truant three or more times in a school year is deemed a habitual truant. (EC 48262) The student's parent/guardian will receive a Habitual Truant letter, and shall be referred to the School Attendance Review Board (SARB).

## **School Attendance Review Board (SARB)**

SARB is composed of representatives from the District, law enforcement, probation, and various community based and youth service agencies. Members work collaboratively to diagnose the problem and develop a plan to get the student back to school. Failure to meet with SARB or follow its directives can result in a

referral to Juvenile Probation for truancy mediation, or the District Attorney's office for prosecution. (EC 48263 and 48263.5)

## **Notification of Absences**

If a student is absent, the parent/guardian is to call the school the same day as the absence. If the school does not receive a call or note from the parent/guardian, the school will attempt to make contact. When the student returns to school, a valid explanation verifying the reason for the absence must be provided by the parent/guardian.

(BP/AR 5113, CCR 306)

# SCHOOL ATTENDANCE

## Excused Absences

A parent/guardian's knowledge and/or approval of a student's absence without a valid excuse, does not excuse the absence. To be recognized as a legally valid excuse as defined by Education Code section 48205 and/or other provisions of law, a student's absence from school must be:

- (1) Due to the student's illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of the student's immediate family (as defined in AR 5113), so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent.
- (7) For justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the student's religion, attendance at religious retreats (cannot exceed four (4) hours per semester), or attendance at an employment conference, when the student's absence has been requested in writing by the parent/guardian and approved by the principal.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (9) For the purpose of spending time with a member of the student's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- (10) For religious purposes receiving ADA (as defined in AR 5113).

Students in 7th through 12th grade may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent/guardian. (EC 46010.1)

A student with a valid excused absence shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided. Students with excused absences are allotted the same number of days of the absence to complete work. Upon satisfactory completion, within a reasonable period of time, the student will be given full credit for tests and assignments completed. The teacher will determine what tests and assignments are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. (BP/AR 6154)

Fremont Unified School District receives State funding only when the student is present at school. The State does not fund any type of absence from school. (EC 46010.1, 46014, 48205, 48216, CCR 420 and BP/AR 5113.1)

## Excessive Excused Absences

Parent/guardian of any student who has accumulated more than 8 excused absences may be required to attend a conference with a school administrator and provide verification of illness in the form of a doctor's note before having any additional absences excused. (5 CCR 421, BP/AR 5113)

A parent/guardian of a student with a temporary disability which causes attendance at school to be impossible or inadvisable may request individualized instruction under the Home or Hospital Instruction Program. Please contact your student's school for an application and for additional information.

## Opening Day Absences

This policy applies to students at the beginning of and throughout the school year.

Students must be in class the first school day, except for those students who are ill. If the student is not in class the first day of school, the student may be transferred to another school effective the second day of school if classrooms at the school of original enrollment are filled. (BP/AR 5113.1) The parent/guardian must notify the school on each day the student is absent.

## Extended Period of Absence

Extended absences during the school year are absences for more than 10 continuous school days except for those students who are ill or on Independent Study Contracts.

When a student is absent for an extended period, other than illness, and an independent study contract has not been executed, the student's seat may be given to another student and, upon return, the student who was absent for an extended period will be transferred to another school if classrooms at the school of original enrollment are filled. If the student is absent for an extended period due to illness, and the school has been notified, the student's seat will be saved. (BP/AR 5113.1)