

STUDENTS

SCHOOL ATTENDANCE

The Governing Board believes that regular attendance plays a key role in the success a student achieves in school. The Board recognizes its responsibility under the law to ensure that students attend school on a regular basis. Parents/guardians of children between the ages of 6 and 18 are obligated to send their children to school unless otherwise provided by law.

The Board shall abide by all state attendance laws and may use any legal means to correct the problems of excessive absence or truancy. The Board shall seek the cooperation of other local agencies in assuring that students regularly attend school.

Excused Absences

Absences from school may be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law and Board policy and as specified in administration regulations. (Education Code sections 46010, 46010.5, 48205)

When students who have been absent return to school, the Board requires that they present a satisfactory explanation verifying the reason for the absence. An explanation will be deemed satisfactory only if the reason for the absence qualifies for being excused under law, policy or regulation. Parents/Guardians do not have the authority to “excuse” absences for any other reasons. The following methods may be used to verify and excuse student absences:

1. Signed note by or conversation with parent/guardian or parent/guardian representative judged to be reliable. The absence note or written record of conversation by reliable official must include the following:
 - a. Name of student
 - b. Date or dates of absence
 - c. Reason for absence
 - d. Whether the reason is sufficient to excuse the absence under state law, District policy or regulation
 - e. Date of note or conversation

- f. Name of parent/guardian or representative (signature in case of a note)
 - g. Name of verifying employee
2. Visit to the student's home by the verifying employee.
 3. Any other reasonable method which establishes the fact that the student was actually absent for the reasons stated.
 4. Only a District employee may verify a student absence.
 5. Further confirmation should be sought if a school official has reasonably certain knowledge that an excuse is false.

Absences for Confidential Medical Services

At the beginning of each academic year, District notifications shall be sent to the parents/guardians of all students and to all students 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 section 46010.1)

Students should not be absent from school without their parent/guardian's knowledge or consent, with the following exceptions:

1. In cases of medical confidential emergency.
2. When the student has a confidential medical appointment.

Absences for confidential medical appointments may be excused when requested by the student. When excusing students for confidential medical services or verifying such appointments, District staff shall not ask the purpose of such appointments. Staff may contact a doctor or medical office in order to verify the time of the appointment only and may request students to bring a time stamped note from their health appointment.

When a student volunteers confidential medical information to a District staff member, the staff member should suggest that the student consult his/her parent/guardian or doctor, or seek medical advice from the city or county department of health.

Excessive Absences

Even excused absences interfere with a student's success at school. Because state funds are denied the District whenever a student is absent, regardless of reason, absences reduce the funds available to support and maintain school programs and services. Therefore, the District Administration shall establish by regulation standards, procedures and appropriate consequences for keeping student absences to a minimum, whether excused or not.

Unexcused Absences

Regular attendance is necessary if a student is to have success in school. Since achievement in school is directly related to attendance, excessive absences will have consequences.

The student and parent/guardian shall be notified of each unexcused and of the District policy and regulation regarding excessive unexcused absences. The student and parent/guardian shall be given a reasonable opportunity to explain an absence. If the absence *or tardy* is not verified as an excusable absence, it shall be recorded as unexcused, together with the reason for the absence as given. The name of the person receiving any oral explanation of absence shall also be recorded.

Students who establish a pattern of excessive absenteeism may be withdrawn from the traditional school program and transferred into an appropriate alternative program.

District Administration shall develop an appeals process through which individual student penalties under this policy and regulation may be appealed.

Truancy and Tardiness

The Board shall participate in a School Attendance Review Board as allowed by law in order to meet the special needs of students with school attendance or school behavior problems. (Education Code sections 43320 et seq)

The Superintendent or designee shall gather the information necessary to comply with Education Code section 48273 relating to truants. 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 and/or Grass Valley Municipal Court. (Education Code section 48273)

As per Education Code section 48260 "any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without

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 there, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.”

Continued tardiness on the part of a student will be viewed as a very serious matter. Promptness to class is extremely important. Students are expected to be in their places, ready for work, at the bell (or specified time). The school administration will deal with students who fail to meet these expectations with fair and appropriate consequences.

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)

37201 School month

37223 Weekend classes

41601 Reports of average daily attendance

46000 Records (attendance)

46010-46015 Absences

46100-46118 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200 Children between ages of 6 and 18 years (compulsory full-time attendance)

48205 Absence for justifiable personal reasons

48240-48246 Supervisors of attendance

48260-48273 Truants

48292 Filing complaint against parent

48320-48324 School Attendance Review Boards

48340-48342.5 Improvement of student attendance

49067(b) Excessive or unexcused absences as cause of failing grade

CIVIL CODE

25.9 Mental health treatment or counseling services; consent to outpatient treatment by minor over 12; liability of parents or legal guardian

34.5 Minors; contracts not disaffirmable; pregnancy exam

34.7 Minors; diagnosis or treatment of communicable or sexually transmitted diseases; consent not disaffirmable

34.8 Minors; medical treatment for rape; consent not disaffirmable

34.9 Minors; sexually assaulted; consent to diagnosis; treatment and collection of evidence; not disaffirmable; contact with parent, parents or guardian

34.10 Minors; 12 years of age or older; consent to medical care and counseling; not disaffirmable; liability of parent, parents or guardian for care

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420 et seq. Record of verification of absence due to illness and other causes

NEVADA JOINT UNION HIGH SCHOOL DISTRICT BOARD
Policy Adopted: December 14, 1999

STUDENTS

SCHOOL ATTENDANCE

Excuses for Absences

In all cases of student absence or tardiness, parents/guardians shall provide to authorized school personnel in person, in writing or by telephone verification of the legitimate cause for absence as authorized under the Education Code. Absences should be cleared before the close of the second school day. High school student absences which remain uncleared for more than five (5) school days following a student's return to the class will be classified as truant/unexcused. Only a District employee may verify a student absence. Without sufficient evidence of a legitimate cause for absence, absences will be considered unexcused.

When a high school student has accumulated eight (8) days of absence due to illness in a semester, verification of subsequent illnesses by a community health care professional may be required. If an extended illness is anticipated, the student shall be placed on home/hospital instruction.

Excused Absences

A student shall be excused from school only for the following reasons as specified in the Education Code:

1. Illness.
2. Quarantine under direction of a county or city health officer.
3. Medical, dental, optometrical or chiropractic services which cannot reasonably be scheduled outside of school hours. Medical Services includes confidential medical services; those for which a minor can provide consent, i.e., treatment for sexual assault, sexually transmitted diseases, some mental health services and family planning services.
4. Funeral for a member of the immediate family. A student may be excused for one (1) day for a funeral within the state; for three (3) days if the funeral is out of the State of California. Immediate family is defined as:
 - a. Mother/father
 - b. Grandmother/grandfather
 - c. Sister/brother

- d. Spouse
- e. Son/daughter
- f. Other relative living in the student's immediate household

5. Jury duty.

6. Exclusion for failure to present evidence of immunization (or waiver).

7. When the student is the custodial parent of a child who is ill or has a medical appointment during school hours.

8. Justifiable personal reasons, as determined by the principal or designee, including, but not limited to:

- a. An appearance in court.
- b. Observance of a holiday or ceremony of his/her religion.
- c. Attendance at religious retreats (limited to four hours per semester).
- d. An employment conference.
- e. College visits (not to exceed three per school year).
- f. "Other" appealed through Principal/Designee.

Whenever a student's absence is required for reasons 8(a) through 8(e) above, the student's absence should be requested in advance in writing by the parent/guardian and approved by the principal or designee pursuant to uniform school standards. The principal or designee may condition approval of absences under reason 8 on the student's temporary enrollment in independent study in granting requests for personal absences that are for more than five (5) days. A parent/guardian's unreasonable failure to prearrange a personal absence is sufficient cause to deem the absence unexcused.

For purposes of this policy, absences due to school business are excused with verification provided by the school staff.

Unexcused Absences

Any student who is absent without excuse may be denied the opportunity to make up tests and assignments issued. Each site may appoint a school attendance officer who shall be responsible for, among other things, taking minor students who are absent without excuse into custody for the purpose of delivering the student to the school or the home. A school attendance officer shall not remove an absent student from the home or custody of a parent/guardian.

Any student who is absent without excuse for a total of three (3) or more days in a school year is a truant and may be referred to SARB. In the event a local ordinance is adopted prescribing penalties for truancy by the county or any city within the boundaries of the District, truants and/or their parents/guardians shall be reported to the appropriate law enforcement agency having jurisdiction.

Each school site shall ensure that a reasonable opportunity is provided for any student or the student's parent/guardian to explain any unexcused absence.

Attendance Appeals Process

Each school site shall develop an attendance appeals process which shall be clearly communicated to all students and their parents/guardians. A reasonable opportunity for any student or student's parent/guardian to appeal shall be provided before any final consequences are implemented as a result of an accumulation of absences in any class.

Parent/Guardian Notification

Individual school sites shall have the flexibility to determine the most appropriate process for keeping students and their parents/guardians informed about student attendance in a timely fashion.

Accurate attendance accounting is necessary for proper implementation of this policy and regulation. Teachers will maintain their individual class attendance records as accurately as possible, and the District will provide accurate and timely attendance information.

Excessive Absences and Intervention Strategies

Any student who is absent from a class without a verified excuse for five (5) or more days per semester will not receive credit for the course. Unexcused absences due to suspension will not be counted toward the five (5) day absence maximum. Special circumstances will be accommodated through the appeals process. Work permits will be cancelled after five (5) days of unexcused absence.

Unless approved by the principal or designee, no student who is absent shall participate in any extracurricular program or activity on the day of the absence.

Student attendance will be monitored to detect patterns of excessive excused absences so that appropriate intervening actions may be taken.

Every effort will be made to ensure that students and parents are continually apprised of the impact of absences (excused and unexcused) on student achievement. To this end, each site shall annually distribute to parents, guardians, and each student a written notice of the school's attendance rules, procedures, penalties and appeal process. A notice in substantially the same format as set forth in Addendum 5113 will comply with this regulation.

The principal is responsible for seeing that appropriate staff intervention takes place. This intervention may include, but is not limited to:

1. Attendance counseling by counselors/guidance staff.
2. Health counseling by Health Services or nurse.
3. Program modification by counselors and guidance staff.
4. Tutorial assistance as established by school sites.
5. Referral to Student Services/SARB.
6. Referral to community agencies.

Special Note

The Board shall be notified prior to any changes in this regulation.

NEVADA JOINT UNION HIGH SCHOOL DISTRICT BOARD
Regulation Adopted: December 14, 1999
Regulation Revised: June 20, 2002
Regulation Revised: July 18, 2002

ADDENDUM**ATTENDANCE**

Whenever a student is absent with parent/guardian consent for part or all of a school day, student's parent/guardian is required to explain the absence in person, by telephone, or in writing. Student needs to obtain an admission slip ("admit") in the Student Service Center and be in class before the tardy bell. Notes shall be in ink and include the student ID number, date(s) of absence, reason for absence, and signed by parent or legal guardian with a phone number (home and work) where parent/guardian can be reached.

- Nevada Joint Union High School District does not authorize "ditch days." Organized senior out days will result in loss of senior activities.

Check In Policy:

- Students must bring a note to their Attendance Tech from parent/guardian to excuse the absence before they report to class. A prior phone call from parent/guardian is acceptable.

Check Out Policy:

- Students must have approval by note or phone call from parent/guardian prior to leaving campus. Students must check out with their Attendance Tech or they are considered truant. After checking out, students are not to loiter and must leave campus immediately or they will be cited.

Check Out for Illness:

- All students must check out properly through the Nurse's office when ill.

Independent Study:

- Independent study sheets must be picked up in the Student Service Center in order to prearrange a personal absence. Student's Administrator must approve Independent Study contracts for a minimum of five days. It is the student's responsibility to follow proper attendance procedures.

Excessive Absence Policy:

- No more than five (5) unexcused absences per semester allowed in any class to receive credit.
- At three (3) unexcused absences per semester, a parent conference may be scheduled and an Attendance Contract issued.
- Three cuts in the same class may result in a parent conference and student contract. This could lead to withdrawal from the class (on the 4th cut) with a W/F.
- Absences regarding school sponsored field trips, athletics, or other school related activities do not apply under this policy.

Attendance/Activities:

- Homework can be requested from the Nurse's office on the third day of absence only if the student is unable to get assignments from classmates and will not be returning to school the next day. Call before 10:00 a.m.. Homework will be ready to pick up between 2:00 and 3:00 p.m. the next day.
- All routine medical and dental appointments should be made after the end of the school day.
- In order to participate in co-curricular or extracurricular activities, Student must be present in school on the day of the activity. Athletic exceptions must be verified in advance by District Administration. It is important that students assume responsibility for missing classes.
- Students are eligible to participate in Athletic Programs by maintaining a "C" average and good citizenship. An athlete who has a "F" grade in two successive grading periods or two "F" grades in a grading period, is ineligible even though he/she may have a 2.0 GPA.
- Students need to check in with their teacher before leaving class. Participation in rallies, choir practice, band setup, etc., is at the teacher's discretion.

Field Trip Form:

- Teacher(s) sign off acknowledging student absence(s) from class(es).
- Return to advisor/trip supervisor.

- Students who go on college visitations will be allowed only three excused absences per year.
- Students not following proper procedures could be referred to the Assistant Principal for truancy.

In the spirit of the Zero Tolerance Policy and future employability, Nevada Joint Union High School District has attendance requirement policies that may affect the student's grades and school site placement. School Administrators may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. (Education Code section 46010.1)

Nevada Joint Union High School District Board
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Addendum Revised: July 18, 2002