



## **Student Policies: BP 06-08**

### **Board Policy: ATTENDANCE**

#### Excused Absences for Classroom Based Attendance

Absence from The Charter School shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or Board policy.

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, optometric, 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 Charter 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/guardian 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/guardian, parent representative, or student if 18 or older;
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; 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 in grades 7-12 for confidential medical services or verifying such appointments, Charter School staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.

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.

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

### Unexcused Absences/Truancy for Classroom Based Attendance

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

When the student's attendance problems cannot be resolved or the student and parent/guardian have failed to respond to directives to correct the problem, a student who has been classified as truant may be referred to a Student Study Team (SST) meeting or other age appropriate agencies.

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/guardian of a student classified as a truant shall be notified of the following:

- a. The student is truant;
  - b. The parent/guardian is obligated to compel the student to attend school;
  - c. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution;
  - d. The parent/guardian 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 GCC or student's district of residence;
  - f. The student may be subject to arrest by a probation officer, a peace officer, a school administrator, an attendance supervisor or his/her designee under Education Code 48264 if found away from home and absent from school without a valid excuse;
  - g. The student may be subject to suspension, restriction or delay of his/her driving privilege; and
  - h. It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.
2. If on-going truancy persists after on school site and GCC interventions are exhausted, the student may be referred to the Probation Department or other law enforcement agency.

#### Non-Classroom-Based Programs

All attendance for non-classroom based programs shall be consistent with policies and procedures identified in the Independent Study Board Policy, Master Agreement and Student Handbook.

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Board Approved: October 7, 2008