

Students

ABSENCES AND EXCUSES

A written record of excused absences shall be kept, including the following information:

1. Name of student.
2. Name of parent/guardian or parent representative.
3. Name of verifying employee.
4. Date(s) of absence and date(s) of verification.
5. Reason for absence.
6. Exclusion, for up to five school days, for failure to present evidence of continuing immunization updates as requested.

The following guidelines shall be used to determine whether a student's absence is excused or unexcused.

Excused Absences from Compulsory Attendance

Education Code Section 48205 permits a pupil to be excused from school under the following certain circumstances:

- Illness
- Medical, dental, optometry, or chiropractic services
- Quarantine
- Funeral of immediate family member

The following is considered “justifiable personal reasons” and must be requested in writing by the parent/guardian and approved by a District-designated official:

- Court appearance
- Other funeral attendance
- Religious holiday or ceremony
- Religious retreats (must not exceed four hours a semester)
- “Take Your Child to Work” Day (must not exceed two days in a school year)
- Immigration appearances
- Meeting a parent returning from deployment

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ABSENCES AND EXCUSES (continued)

- Requests from an agency/parent for students participating in plays or movies. (Independent Study Contracts may be used if more than five consecutive days are missed.)
- Attendance at a sibling's graduation (would also include excused tardies for a partial day absence)
- Other reasons pursuant to Board Policy

The following is considered "release time" pursuant to Education Code Section 46014:

- Participation in religious instruction or exercises (in accordance with District policy providing the student attends at least the minimum school day) not to exceed four school days in a school month.

Absences other than those listed above are unexcused.

Attendance Policy for Special Programs that Generate Revenue from Actual Enrollment:

Special programs that generate revenue from actual enrollment may encroach on the general fund if student attendance is not maintained. Programs that use actual attendance for revenue accounting will establish attendance/absence guidelines that are commensurate with each individual program. Program handbooks shall be developed to convey guidelines to staff and the general public.

Where possible, waiting lists for eligible students shall be maintained to facilitate maximum enrollment in special programs. Special circumstances in the best interest of children shall be included in each special program attendance/absence guideline. Special program attendance/absence guidelines shall be reviewed annually.

Truancy

1. Students absent without a valid excuse for more than three days in one school year shall be classified as truant. Students who are more than 30 minutes tardy on three or more school days in one school year shall be classified as truant (Education Code 48260). Such students shall be reported to the principal.
2. The parent/guardian shall be notified of a student's truancy.
3. State law requires that elementary school attendance is compulsory.

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ABSENCES AND EXCUSES (continued)

4. The parent/guardian is obligated to compel the student to attend school.
5. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48260 et seq.
6. Students reported as truant three or more times during the year may be classified as habitually truant only if a parent conference was conducted prior to referral to the SARB. (Education Code 48263)
7. Prior to the referral the school shall make use of available school and District resources.

Regulation

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CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California