

**Policy 5112.3: Student Leave Of Absence**

**Status:**  
ADOPTED

**Original Adopted Date:** 04/12/2017 | **Last Reviewed Date:** 04/12/2017

The Governing Board recognizes the importance of regular school attendance in promoting student achievement. However, the Board also recognizes that, in rare circumstances, it may be beneficial for a student to participate in opportunities outside the school which contribute to *the student's* educational experience.

***The Board is committed to ensuring that all specific student populations have equitable access to leave of absence opportunities. The Superintendent or designee shall take proactive steps to identify and address barriers that might prevent students from specific populations from accessing these opportunities.***

The Superintendent or designee may grant student leaves of absence for the purpose of supervised travel, study, training, or work not available to the student under another educational option. Such leave may be granted to a student 15 years of age or older in the regular program and to a student age 16-18 in the continuation education program. (Education Code 48232, 48416)

No more than one percent of the students enrolled and attending a school shall be granted a leave of absence during any school year. (Education Code 48232, 48416)

When feasible, students shall be encouraged to instead enroll in the district's independent study program to allow for greater contact and coordination with district staff.

***Re-Entry Support***

***For each student granted a leave of absence, the Superintendent or designee shall develop a re-entry plan that may include:***

- 1. A timeline and process for re-enrollment***

2. **Assessment of academic progress during the leave and identification of any learning gaps**
3. **Counseling support to help with the transition back to school routines**
4. **Opportunity for the student to share and apply knowledge gained during the leave**
5. **Regular check-ins during the first month after return**

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

<b>State</b>	<b>Description</b>
Ed. Code 48232	<a href="#">Leave of absence for students age 15 at time of commencement of leave</a>
Ed. Code 48410	<a href="#">Exemption from continuation education</a>
Ed. Code 48416	<a href="#">Leave of absence for students age 16 to 18 inclusive</a>
Fam. Code 7000-7002	<a href="#">Emancipation of minors law</a>
Fam. Code 7050	<a href="#">Purposes for which emancipated minor considered an adult</a>

<b>Management Resources</b>	<b>Description</b>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>

**Cross References**

<b>Code</b>	<b>Description</b>
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5112.1	<a href="#"><u>Exemptions From Attendance</u></a>
5112.1	<a href="#"><u>Exemptions From Attendance</u></a>
5113.1	<a href="#"><u>Chronic Absence And Truancy</u></a>
5113.1	<a href="#"><u>Chronic Absence And Truancy</u></a>
6158	<a href="#"><u>Independent Study</u></a>
6158	<a href="#"><u>Independent Study</u></a>
6184	<a href="#"><u>Continuation Education</u></a>
6184	<a href="#"><u>Continuation Education</u></a>

