

Board Policy Manual
Santa Rosa City Schools

Policy 5113: Absences And Excuses

Status:
ADOPTED

Original Adopted Date: ~~04/12/2017~~11/01/1999 | **Last Revised Date:** 06/01/2024 |
Last Reviewed Date: ~~04/12/2017~~06/01/2024

~~The Board of Education~~

~~The Governing Board believes that regular attendance plays an important role in student achievement and school resources impacting all students. The Board recognizes that attendance challenges often reflect underlying needs and barriers rather than simply non-compliance. The Board shall work collaboratively with parents/guardians and students to identify and address root causes of attendance issues, provide necessary support, and ensure compliance with state attendance laws. When appropriate, legal interventions may be used as a last resort after supportive measures have been exhausted, particularly in cases where a student's welfare or education is at serious risk.~~ The Governing Board believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws, and may use appropriate legal means to correct problems of chronic absence or truancy.¶

~~Excused Absences~~¶

~~Absence~~

~~In accordance with law, Board policy, and administrative regulation, absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board policy, and administrative regulations. (Education Code 48205)~~¶

~~Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during nonschool hours.~~¶

~~At the beginning of each school year, the Superintendent or designee shall send a notification to the parents/guardians of all students, and to all students in grades 7-12, 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 46010.1)¶¶~~

~~Students shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointment.¶¶~~

specified in Education Code 48205, and work in the entertainment or allied industry as permitted pursuant to Education Code 48225.5.

All communications regarding attendance policies, procedures, and individual student attendance shall be:

1. Provided in the primary languages spoken by 15% or more of district families
2. Written in clear, accessible language free of educational jargon
3. Distributed through multiple channels, including but not limited to written notices, electronic communications, phone calls, and face-to-face meetings
4. Made available in alternative formats for families with disabilities upon request
5. Culturally responsive and respectful of diverse family structures and circumstances

School staff shall make personal contact with families whose students have attendance concerns, using translation support when needed, to ensure mutual understanding of attendance requirements, available support, and collaborative problem-solving.

When a student's absence from school is excused, the student's teacher shall determine identical or reasonably equivalent assignments and tests to those missed during the absence which the student shall be permitted to complete for full credit within a reasonable amount of time as determined by the teacher. (Education Code 48205, 48225.5)

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative ~~regulations~~ regulation. (Education Code 46014)¶¶

~~Effect of Absence on Grades/Credits~~¶¶

~~If a student's absence is excused under Education Code 48205, he/she shall be allowed to complete any missed assignment or test that can be reasonably given, as determined by the teacher of that class. The student shall be given full credit for the assignment or test if he/she satisfactorily completes the assignment or test within a reasonable period of time. (Education Code 48205)¶¶~~

~~A student's grades may be affected by excessive unexcused absences in accordance with Board policy.~~

As much as school attendance and class participation are integral to students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. (5 CCR 421)

Removing Barriers to Attendance

The district recognizes that students face varying barriers to regular attendance. The Superintendent or designee shall develop procedures to:

1. Identify and address common barriers to attendance, including transportation challenges, family economic needs, health concerns, and school climate issues
2. Connect families with resources to address basic needs that may impact attendance (e.g., housing insecurity, food insecurity, health care access)
3. Provide flexibility in certain circumstances, such as:
 - o Allowing alternative arrival times when public transportation schedules create hardships
 - o Accommodating documented family caregiving responsibilities
 - o Working with families experiencing housing instability to ensure continuity of education
4. Create a supportive environment for students returning from extended absences
5. Collaborate with community and government partners in developing and implementing attendance strategies, including student specific early interventions
6. Implement restorative rather than punitive approaches to attendance issues

The Superintendent or designee shall ensure that staff responsible for attendance monitoring and intervention receive training on addressing barriers to attendance in an equitable, supportive manner.

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.

State	Description
5 CCR 306	Explanation of absence
5 CCR 420-424	Record of verification of absence due to illness and other causes
Ed. Code 1740	Employment of personnel to supervise attendance
Ed. Code 37201	School month
Ed. Code 37223	Weekend classes
Ed. Code 41601	Reports of average daily attendance
Ed. Code 42238-42250.1	Apportionments
Ed. Code 46000	Attendance records
Ed. Code 46010-46015	Absences
Ed. Code 46110-46120	Attendance in kindergarten and elementary schools
Ed. Code 46140-46148	Attendance in junior high and high schools
Ed. Code 48200-48208	Children ages 6-18; compulsory full-time attendance
Ed. Code 48210-48216	Exclusions from attendance

Ed. Code 48225.5	Work permit; excused absence; entertainment or allied industries; participation in not-for-profit performing arts organization
Ed. Code 48240-48246	Supervisors of attendance
Ed. Code 48260-48273	Truants
Ed. Code 48292	Filing complaint against parent
Ed. Code 48320-48324	School attendance review boards
Ed. Code 48340-48341	Improvement of student attendance
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49067	Unexcused absences as cause of failing grade
Ed. Code 49701	Provisions of the Interstate Compact on Educational Opportunities for Military Children
Elec. Code 12302	Student participation on precinct boards
Fam. Code 6920-6930	Consent by minor for medical treatment
W&I Code 11253.5	Compulsory school attendance; eligibility for aid
W&I Code 601-601.5	Habitually truant minors

Management Resources

Description

Attorney General Opinion

66 Ops.Cal.Atty.Gen. 244 (1983)

Attorney General Opinion	87 Ops.Cal.Atty.Gen. 168 (2004)
Court Decision	American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307
CSBA Publication	Seize the Data: Using Chronic Absence Data to Drive Student Engagement, March 2024
Website	CSBA District and County Office of Education Legal Services
Website	CSBA

Cross References

Code	Description
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
4119.41	Employees With Infectious Disease
4219.41	Employees With Infectious Disease
4319.41	Employees With Infectious Disease
5000	Concepts And Roles

5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5112.1	Exemptions From Attendance
5112.1	Exemptions From Attendance
5112.2	Exclusions From Attendance
5112.5	Open/Closed Campus
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.11	Attendance Supervision
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5131	Conduct
5131-EPDF(1)	Conduct - Elementary Plan
5131.4	Student Disturbances
5131.4	Student Disturbances
5141.21	Administering Medication And Monitoring Health Conditions

5141.21	Administering Medication And Monitoring Health Conditions
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.33	Head Lice
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5145.6	Parent/Guardian Notifications
5145.6 - E PDF(1)	Parent/Guardian Notifications
5145.6 - E PDF(2)	Parent/Guardian Notifications
5146	Married/Pregnant/Parenting Students
5147	Dropout Prevention
6020	Parent Involvement
6020	Parent Involvement
6020 - E PDF(1)	Parent Involvement
6111	School Calendar
6112	School Day

6112	School Day
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6158	Independent Study
6158	Independent Study
6164.2	Guidance/Counseling Services
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6176	Weekend/Saturday Classes
6177	Summer Learning Programs
6183	Home And Hospital Instruction
6183	Home And Hospital Instruction
6184	Continuation Education
6184	Continuation Education

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5113.11	<u>Attendance Supervision</u>
5113.12	<u>District School Attendance Review Board</u>
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6154	<u>Homework/Makeup Work</u>

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6183	<u>Home And Hospital Instruction</u>
6184	<u>Continuation Education</u>
6184	<u>Continuation Education</u>
6185	<u>Community Day School</u>
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