

<u><b>EXCUSED ABSENCE</b></u>	<u><b>ABSENCE PERSONAL REASONS</b></u>	<u><b>TRUANCY</b></u>	<u><b>UNEXCUSED ABSENCES AND TARDIES</b></u>
<p data-bbox="226 167 485 253"> <b>Ed. Code 46011 C.C.R. Title 5, Sec. 420 Ed. Code 48205</b> </p> <p data-bbox="289 289 422 315"><b>REASONS:</b></p> <ul data-bbox="117 354 600 889" style="list-style-type: none"> <li>• Illness</li> <li>• Quarantine directed by a county or city health officer</li> <li>• Medical/Dental/Optometric/Chiropractic Appointment for Student</li> <li>• Funeral service or grievance of an immediate family member (no more than five days)</li> <li>• Written verification desired. Verbal notification accepted.</li> </ul> <p data-bbox="117 987 600 1227"> <b>After 10 days of excused absences, you will be required to provide verification from your son/daughter's physician to clear additional absences. Verification may include notes from doctors, dentists or other medical professionals (on letterhead), funeral notices or other supportive documentation.</b> </p>	<p data-bbox="751 199 947 225"><b>Ed. Code 48205</b></p> <p data-bbox="783 264 915 290"><b>REASONS:</b></p> <ul data-bbox="625 370 1045 708" style="list-style-type: none"> <li>• Justifiable Personal Reasons</li> <li>• Including, <i>but not limited to</i>:</li> <li>• Appearance in court for student</li> <li>• Religious Holiday or Instruction</li> <li>• Funeral: After the allowable number of days for an excused absence are used</li> </ul> <p data-bbox="625 987 1077 1078"> <b>The pupil's absence from school should be requested in writing and approved by the principal.</b> </p> <ul data-bbox="625 1146 1010 1172" style="list-style-type: none"> <li>• <b>Written verification required.</b></li> </ul>	<p data-bbox="1230 167 1425 225"> <b>Ed. Code 48260 DEFINED:</b> </p> <ul data-bbox="1100 264 1545 568" style="list-style-type: none"> <li>• Any student with three (3) unexcused absences in one school year</li> <li>• Any student with three (3) unexcused tardies in excess of thirty (30) minutes in one school year</li> <li>• <i>OR...</i> any combination thereof, is a truant.</li> </ul> <p data-bbox="1203 607 1451 665"> <u><b>TRUANT REPEAT</b></u>  <b>Ed. Code 48261</b> </p> <ul data-bbox="1100 711 1545 912" style="list-style-type: none"> <li>• Any Student who has been reported truant and has 1 or more additional unexcused absence</li> <li>• Any student who has been reported truant and has been tardy 1 or more days</li> </ul> <p data-bbox="1184 951 1467 1010"> <u><b>HABITUAL TRUANT</b></u>  <b>Ed. Code 48262</b> </p> <ul data-bbox="1100 1049 1545 1312" style="list-style-type: none"> <li>• Any student who has been reported 3 or more times per school year</li> <li>• School or district employees make conscientious effort to hold at least one conference with parent/guardian of student and student</li> </ul>	<p data-bbox="1587 211 1997 269"> Missing class or school without an excused or approved reason </p> <p data-bbox="1713 305 1850 331"><b>REASONS:</b></p> <ul data-bbox="1579 393 1934 802" style="list-style-type: none"> <li>• Unverified absence/tardy</li> <li>• Overslept</li> <li>• Lost shoes, no clothes</li> <li>• Shopping/errands</li> <li>• Transportation problems (missed bus or car trouble)</li> <li>• Baby-sitting</li> <li>• Vacations</li> </ul>

**ATTENDANCE:** Attendance and punctuality are important because of their direct relationship to academic progress and developing responsibility in students. According to state law, PARENTS are RESPONSIBLE for PUNCTUAL and REGULAR ATTENDANCE of their CHILDREN.

When a student is absent for any reason, the parent should notify the school the morning of the absence, and send a parent-signed note (explaining the absence) on the day the student returns to school. *Absence must be cleared within 5 days, or it will become unexcused.*