Information Sheet – 7/28/2022 - Board of Trustees Meeting

TO: Board of Trustees Item: 8.1

FR: Celli Coeville, CBO

DATE: July 23, 2022

RE: Revised Administrative Regulation, AR 5113, Absences and Excuses, Consider for Adoption

Administrative Regulation, AR 5113, Absences and Excuses has been updated to reflect New Law (SB14, 2021) which includes an absence for the benefit of a student's mental or behavioral health within an absence due to a student' illness, and New Law (AB516, 2021) which includes an absence for a student's participation in a cultural ceremony or event as an excused absence.

Recommended Action: Approve the revised San Joaquin County Auditor-Controller Authorized Signature Card

ABSENCES AND EXCUSES

Excused Absences

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness including absence for the benefit of the student's mental or behavioral health (Education Code 48205)

2. Quarantine under the direction of a county or city health officer (Education Code 48205)

~~*(cf. 5112.2 - Exclusions from Attendance)*~~

3. Medical, dental, optometric, or chiropractic service or appointment (Education Code 48205)

4. Attendance at funeral services for a member of the student's immediate family (Education Code 48205)

Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

5. Jury duty in the manner provided for by law (Education Code 48205)

6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)

~~*(cf. 5146 - Married/Pregnant/Parenting Students)*~~

7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)

a. Appearance in court

b. Attendance at a funeral service

c. Observance of a religious holiday or ceremony

d. Attendance at religious retreats for no more than four hours per semester

e. Attendance at an employment conference

f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization

ABSENCES AND EXCUSES

8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

~~*(cf. 6142.3 - Civic Education)*~~

9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

~~*(cf. 6173.2 - Education of Children of Military Families)*~~

10. Attendance at a naturalization ceremony to become a United States citizen (Education Code 48205)

11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people (Education Code 48205)

~~11~~ 12. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school (Education Code 46014)

~~*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*~~

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)

(cf. 6112 - School Day)

~~12~~ 13. Work in the entertainment or allied industry (Education Code 48225.5)

~~Such absence shall be excused provided that the student holds a work~~ Work for a student who holds a work permit authorizing ~~such~~ work in the entertainment or allied industries ~~and is absent~~ for a period of not more than five consecutive days. ~~and~~ For this purpose, student absence shall be excused for a maximum of up to five absences per school year. (Education Code 48225.5)

~~13~~ 14. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences per school year provided that the student's

parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

~~14~~ 15. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

Method of Verification

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation, either in person or by written note, verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.

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(s) of absence

e. Reason for absence

~~*(cf. 5113.11 - Attendance Supervision)*~~

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. The employee shall document the verification and include the information specified in item #2 above.

4. Physician's verification.

a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.

b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

~~*(cf. 5113.1 - Chronic Absence and Truancy)*~~

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)

2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district 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)

3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Such notice shall include the full text of Education Code 48205. (Education Code 48980)

~~*(cf. 5121 - Grades/Evaluation of Student Achievement)*~~
~~*(cf. 5145.6 - Parental Notifications)*~~
~~*(cf. 6154 - Homework/Makeup Work)*~~