

ABSENCES AND EXCUSES**EXCUSED ABSENCES**

A student's absence shall be excused for the following reasons:

1. Personal illness.
2. Quarantine under the direction of a county or city health officer.
3. Medical, dental, optometric, or chiropractic appointments.
4. Attendance at funeral services for a member of the immediate family.
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student immediate household.
5. Jury duty in the manner provided by law.
6. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy. In such instances:
 - a. Written request from the parent/guardian must be made in advance of the anticipated absence.
 - b. The student shall attend at least the minimum school day.
 - c. The student shall be excused for this purpose on no more than four school days per month.
7. The illness or medical appointment during school hours of a child to whom the student is the custodial parent.
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302.
9. Upon advance written request by the parent/guardian and approval by the principal or designee, justifiable personal reasons including, but not limited to:
 - a. Appearance in court.
 - b. Attendance at a funeral service.
 - c. Observation of a holiday or ceremony of his/her religion.
 - d. Attendance at religious retreats for no more than four hours during a semester.
 - e. Attendance at employment interview or conference.
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.

METHOD OF VERIFICATION

When students who have been absent return to school, they must present a satisfactory explanation explaining the reason for the absence. The following methods may be used to verify student absences:

1. Written note, fax, or email from parent/guardian, parent representative, or student if 18 or older.

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 or dates of absence.
 - e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method that establishes the fact that the student was actually absent for the reasons stated. A written recording shall be made, including information outlined 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 contact a medical office to confirm the time of the appointment.

When a student has had 14 absences in the school year for illness verified by methods listed in #1-#3 above, any further absences for illness must be verified by a physician.