

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASSIFICATION: Students

REGULATION: 5112.1

SUBJECT: Attendance/Classroom Participation:
Effect on Course Grades

ADOPTED: June, 1980

RESPONSIBLE OFFICE: Student Support Services

REVISED: Oct., 2002

REFERENCE: Policy 5112

NEXT REVIEW: 2006

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I. Definitions

In accordance with board policy, student absences are to be categorized as EXCUSES or UNNEXCUSED in accordance with the following guidelines:

A. EXCUSED ABSENCES (Generates state apportionment payments)

1. A student's absence may be excused legally for the following reasons:
 - a. Personal illness.
 - b. Quarantine under the direction of a county or city health officer.
 - c. Need and appointment for medical, dental, optometric, or chiropractic services.
 - d. Participation in religious instruction or exercises in accordance with District Board Policy 6114 and Administrative Regulation 6114.2.1.
 - e. Attendance at funeral services for a member of the immediate family.
 - 1) 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.
 - 2) "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/daughter, brother, sister, or any relative living in the immediate household of the student.

2. Other than suspension, for such absences to be administratively excused, a satisfactory explanation from the student's parent/guardian/caregiver is required. This may be submitted in person, in writing, or by telephone.

B. EXCUSED ABSENCE (Does not generate state apportionment payments)

1. Upon written request of the parent/guardian/caregiver, a student's absence may be excused for the following reasons:

a. Appearance in court.

b. Observation of holiday or ceremony of his/her religion.

c. Employment interview or conference.

d. Other reasons requested in writing by the parent/guardian/caregiver and considered legitimate by the principal or his/her designee.

2. Such absences shall have prior approval of the principal or his/her designee. Students who contemplate absence for reasons other than those listed in paragraph A, above, should request projected absence be excused by presenting a note from their parent(s)/guardian(s)/caregiver(s) to indicate approval or disapproval with reasons for disapproval if the request is denied.

3. A request from a parent/guardian/caregiver that a student's absence be excused shall not be granted if the principal or his designee believe that such approval would be educationally harmful to the student or set a poor example in matters of school attendance for the student or other students.

C. UNEXCUSED ABSENCE (Does not generate state apportionment payments)

Any absence for reasons other than those listed in paragraphs A and B, above, shall be considered unexcused.

In verifying absences, the following procedures shall apply:

1. A student who has been absent from school for one or more days shall be required to provide the attendance clerk with a completed Verification of Absence Form, No. 7204-B-61 (blue slip). See Exhibit 1.
2. The form shall be signed by the student's parent/guardian/caregiver, unless the student is 18 years of age or older or has established legal status as an emancipated minor, in which case the student may sign his/her own verification.
3. Absences due to illness or quarantine generally shall be verified by the school nurse. However, any of the following may verify such absences if the situation warrants.
 - a. Principal or his/her designee.
 - b. Doctor.
 - c. Supervisor of Attendance.
 - d. Superintendent or his/her designee.

II. Implementing Board Policy on Student Attendance

In implementing board policy on student attendance, responsibility shall be assumed as follows:

- A. Principals are responsible for:
 1. Developing and disseminating to students, parents, and staff, school attendance procedures which are consistent with District Attendance Board Policy 5112.
 2. Establishing and maintaining attendance records on all students.
 3. Overseeing the checking and reporting of daily attendance for each class.
 4. Verifying written excuses and/or phone confirmation following student's absences.
 5. Monitoring and investigation chronic absenteeism.
 6. Impressing upon students and parent(s)/guardian(s)/caregiver(s) the value of necessity of regular attendance.

A. Teachers are responsible for:

1. Developing and communicating to students and parent(s)/guardian(s)/caregiver(s) criteria for grading their classes. Students and parent(s)/guardian(s)/caregiver(s) are to be made aware of the importance of regular classroom attendance and that failure to attend classes regularly may be reflected in the grades the student receives.
2. Documenting student participation in planned classroom learning activities as part of the criteria for determining and reporting student progress.
3. Providing students the opportunity to make up work missed during absences, except trancies.
 - a. A teacher may provide students the opportunity to make up work missed because of truancy.
 - b. Students shall be permitted to complete all assignments and tests missed during absences which can be reasonably provided and, upon satisfactory completion, shall be given full credit for their work.
 - c. The teacher of any class from which a student is absent shall determine what assignments and/or tests the student shall make up and in what period of time the student shall complete such assignments.
 - d. Tests and assignments shall be reasonably equivalent to, but not necessarily identical to, tests and assignments which the student missed during his/her absence.
4. Student to students and parent(s)/guardian(s)/caregiver(s), at appropriate intervals and in accordance with the grading procedure of the site, instances in which poor attendance is adversely affecting student academic performance to the extend that a failing grade may result.

A. Students are responsible for:

1. Regular attendance.

2. Clearing absences in accordance with established procedures.
3. Requesting make-up work following an absence:
 - a. Assignments must be requested within two days following return from absence.
 - b. Assignment must be completed within a period of time equal to the length of absence.