

## **ABSENCES AND EXCUSES**

The purpose of this regulation is to implement BP 5113, to emphasize the importance of regular attendance as a key dynamic in student achievement, and to set forth the procedures regarding excused school absences.

### **Definitions**

*Immediate family* is defined as a mother, father, grandmother, grandfather, spouse, son, daughter, son-in-law, daughter-in-law, brother, sister, or any relative living in the student's immediate household [Education Code (E.C.) 45194].

### **Excused Absences**

A student's absence shall be excused for the following reasons [E.C. 48205]:

- Personal illness
- Quarantine under the direction of a county or city health officer
- Medical, dental, optometrical, or chiropractic appointments
- Attendance at funeral services for a member of the immediate family

Excused absence in this instance shall be limited to one (1) day if the service is conducted in California or three (3) days if the service is conducted out of state;

- Jury duty in the manner provided by law
- Illness or medical appointment during school hours of a child to whom the student is the custodial parent
- Upon advance written request by the parent/guardian and the approval of the MCOE site principal or designee, justifiable personal reasons including, but not limited to:
  - Exclusion for up to five (5) days for failure to present evidence of immunization
  - Appearance in court
  - Attendance at a funeral service
  - Observation of a holiday or ceremony of his/her religion
  - Attendance at a religious retreat not to exceed four (4) hours per semester
  - Attendance at an employment conference
- Service as a member of a precinct board for an election pursuant to Elections Code 12302

- Participation in religious instruction or exercises in accordance with district policy [E.C. 46014]
  - In such instances, the student shall attend at least the minimum school day
  - The student shall be excused for this purpose on no more than four (4) days per school month

**Method of Verification**

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

- Written note from parent/guardian, parent representative, or student if 18 or older [E.C. 46012]
- Conversation, in person or by telephone, between the verifying Monterey County Office of Education (MCOE) employee and the student's parent/guardian or parent representative. The MCOE employee shall subsequently record the following:
  - Name of student
  - Name of parent/guardian or parent representative
  - Name of verifying MCOE employee
  - Date(s) of absence
  - Reason for absence
- Visit to the student's home by the MCOE verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above
- Physician's verification
  - When excusing students for confidential medical services or verifying such appointments, MCOE 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 above, any further absences for illness must be verified in writing by a physician.
- Any other reasonable method which establishes the fact that the student was actually absent for the reasons stated. A written recording shall be made, including the information outlined above.

Absences for confidential medical appointments may be verified by the student's physician. When excusing students for confidential medical services or verifying such

appointments, MCOE staff shall not ask the purpose of such appointment. Staff may contact a doctor or medical office only to verify the time of the appointment.

*Legal Reference:*

EDUCATION CODE

45194

46012

46014

48205

ELECTIONS CODE

12302