

## PUPIL ATTENDANCE AND GRADES - ADMINISTRATIVE REGULATIONS

The Pleasanton Unified School District adheres to the California State Education Code regulating compulsory school attendance.

### I. Compulsory Full-time Education

Each person between the ages of 6 and 18 years not exempted under the provisions of this chapter or Chapter 3 (commencing with Section 48400) is subject to compulsory full-time education. Each person subject to compulsory full-time education shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district (Ed Code 48200).

### II. Truancy

A. Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to Senior Director of Pupil Services of the school district. (Education Code 48260)

B. Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian, by first-class mail or other reasonable means, of the following: (Education Code 48260.5)

1. that the pupil is truant;
2. that the parent/guardian is obligated to compel the pupil to attend school;
3. that the parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296;
4. the parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy and may discuss resources available for achieving regular school attendance, which may include:
  - a) program changes,
  - b) referral of family to community agency,

- c) referral to school psychologist or pupil study team,
  - d) modified day,
  - e) independent study,
  - f) special school projects, special programs,
  - g) school furlough,
  - h) work-experience education,
  - i) alternative education,
  - j) referral for health checkup, medical examination,
5. that the pupil may be subject to arrest by a probation officer, a peace officer, a school administrator or designee under Education Code 48264 if found away from home and absent from school without a valid excuse,
  6. that the pupil may be subject to suspension, restriction or delay of his/her driving privilege pursuant to Vehicle Code 13202.7, and
  7. that it is recommended that the parent/guardian accompany the pupil to school and attend classes with the pupil for one day (Ed Code 48260).
- C. Upon his/her second truancy within the same school year, a pupil may be referred to, and required to attend, a School Attendance Review Board, a truancy mediation program established by the district attorney or the probation officer, or a comparable program.
- D. Upon his/her third truancy within the same school year, the pupil shall be classified a habitual truant as defined in Education Code 48262. (Education Code 48264.5)
1. A habitual truant may be referred to a School Attendance Review Board. (Education Code 48263).
  2. When a pupil is referred to a School Attendance Review Board, the Senior Director of Pupil Services shall provide the pupil and parent/guardian, in writing, the address of the School Attendance Review Board and the reason for the referral.
  3. This notice shall indicate that the pupil and parent/guardian will be required, along with a district staff member, to meet with the School

Attendance Review Board to consider a proper disposition of the referral.  
(Education Code 48263)

- a) If the School Attendance Review Board determines that available community services can resolve the problem of the truant or insubordinate pupils, then the school attendance review board shall direct the pupil and/or the pupil's parents/guardians to make use of these resources. (Education Code 48263)
  - b) If the School Attendance Review Board determines that available community services cannot resolve the problem of the truant or insubordinate pupil or if the pupil and/or pupil's parents/guardians have failed to respond to the directives of the School Attendance Review Board or to services provided, the School Attendance Review Board will notify the county district attorney.
4. The fourth time a truancy is required to be reported within the same school year, the pupil shall be within the jurisdiction of the juvenile court which may adjudge the pupil to be a ward of the court pursuant to Section 601 of the Welfare and Institutions Code.
- E. If a pupil in grades 7-12 has been judged to be a habitual truant or habitually insubordinate or disorderly at school, or if a pupil has been required by the court to attend school as a condition of probation, the district shall inform the juvenile court and the pupil's probation or parole officer, within 10 days, whenever that pupil is insubordinate, disorderly at school, or truant or tardy without a valid excuse.  
(Education Code 48267)

### III. Excused Absences

- A. A pupil's absence shall be excused for the following reasons:
1. personal illness (Education Code 48205),
  2. quarantine under the direction of a county or city health officer (Education Code 48205),
  3. medical, dental, optometrical, or chiropractic appointments (Education Code 48205),
  4. attendance at funeral services for a member of the immediate family (Education Code 48205),

- 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. (Education Code 48205)
  - 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 pupil's immediate household. (Education Code 45194, 48205)
5. jury duty in the manner provided by law (Education Code 48205),
  6. participation in religious instruction or exercises in accordance with district policy. It is the policy of the Board of Trustees not to excuse pupils to attend regular classes for religious education conducted during the regular school day. (District Policy 6113.2.)
    - a) In such instances, the pupil shall attend at least the minimum school day. (Education Code 46014).
    - b) The pupil shall be excused for this purpose on no more than four school days per month. (Education Code 46014)

B. Additional Justifiable Personal Reasons

Advance written request by the parent/guardian and approval of the principal or designee shall be required for absences for: (Education Code 48205)

1. appearance in court,
2. attendance at a funeral service for a non-immediate family member,
3. observation of a holiday or ceremony of his/her religion,
4. attendance at religious retreats for no more than four hours during a semester,
5. employment interview or conference,
6. a pupil, as the custodial parent of a child, when the child is ill or has a medical appointment during school hours, (Education Code 48205)
7. family necessity of less than 5 school days provided the pupil makes up all work missed during the absence,
8. family related leaves of absence of more than 5 school days,

- a) A pupil who will be absent from school because of an extended trip with their parents will be excused provided the appropriate Independent Study paperwork has been completed and returned to the attendance office prior to the expected absence.
- b) Teachers' and administrators' signatures on vacation absence forms (secured in the attendance office) do **NOT** constitute approval by the school for the absence but simply confirm proper notification of the reason for this possible excused absence.
- c) The attendance office and teachers must be notified at least two weeks in advance of such a trip unless otherwise approved by the school principal.
- d) A list of assignments for the pupil to complete while absent will be prepared.
- e) These assignments are then due on the day of return to school.
- f) If all the requirements of the independent study contract are met, the absences for this period of time will be excused.
- g) The period of time for this absence may not exceed one calendar month. Any circumstances that require the absence to exceed one calendar month must be approved by the school principal.
- h) If the calendar month ends during a school holiday, the pupil must be present at school on the first day following the holiday with all the contracted Independent Study work completed.
- i) If the work is not returned on the first day of return, then the absences would be considered unexcused, and the pupil would have to reapply to the school for admission (based on space and program availability).

C. Method of Verification

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

1. Documented contact with parent, guardian, care giver, or pupil if 18 or older (Education Code 46012) within 72 hours of the pupil's return to

school. All absences not verified in that time will be documented as "unexcused." The employee shall subsequently record the following:

- a) name of pupil,
  - b) name of parent/guardian or parent representative,
  - c) name of verifying employee,
  - d) date or dates of absence, and
  - e) reason for absence.
2. Physician's verification  
When excusing a pupil 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.
  3. Unverified absences after 72 hours of the pupil's return to school will be recorded as "unexcused".

#### IV. Unexcused Absences

Any absence from school that does not fall under any of the categories defined in the Pleasanton Unified School District Regulation 5101, Section A. "Excused Absences" will be considered an "Unexcused Absence."

#### V. Absences and Make-Up Work

##### A. Excused Absences

A pupil with an excused absence from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of any class from which a pupil is absent shall determine the tests and assignments that are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. (Education Code 48205.8 b)

##### B. Unexcused Absences

1. Teachers are not obligated to permit make-up work for unexcused absences-

2. A pupil with an unexcused absence from school under this section may receive a grade of "zero" for assignments in each class for each day of unexcused absence.

C. Suspensions and Make-Up Work

The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. (Education Code 48913)

VI. Attendance and Grading

The School Board authorizes a teacher to assign a failing grade or no credit to any pupil whose absences from the teacher's class are not excused. (E.C. 48205, E.C. 49067)

A. Procedure

1. School personnel will contact parent(s) or guardian(s) of any pupil whose unexcused absences from a teacher's class equals or exceeds 5 days in order to schedule a School Attendance Review Team meeting at the school. At this meeting the reasons for the student's absences will be explored, and the administration will notify the parent that the student will lose credit for the class and will possibly be transferred to an alternative program in the district if the number of unexcused absences for a class has reached or exceeds 10 days.
2. Written notice shall be sent to the parent(s) or guardian(s) of any pupil whose unexcused absences from a teacher's class equal or exceeds 10 days. Such absences will result in the pupil's removal from that class and loss of credit for that class and shall result in the transfer to an alternative program in the district unless otherwise determined by the school principal.
3. Included in the written notice shall be the date and time at which the pupil and/or parent(s) or guardian(s) may appeal the decision to the principal or her/his designee.
4. If the principal or designee denies the appeal, a no credit will be recorded on the pupil's report card, with the notation that the cause was excessive unexcused absences. If the principal or designee approves the appeal, an attendance plan will be drawn up in order to try to improve the student's attendance.

B. Appeal Procedure

The pupil and/or parent(s) or guardian(s) have the right to appeal the school-level decision.

1. Within ten (10) days of being notified of the denial of the school level appeal and an impending loss of credit, the parent or guardian may appeal to the Senior Director of Pupil Services.
2. The appeal must be in writing and include valid documentation for absences.
3. Any appeal made after the ten (10) day period will be not accepted.
4. The Senior Director of Pupil Services will judge each case individually and will have the authority to place the pupil on an attendance probation contract until the end of the course.
5. At the conclusion of the course, the Senior Director of Pupil Services will consider each case appealed and may, according to circumstances, either deny credit for the course, or restore credit for the course.
6. The Senior Director of Pupil Services will notify parents, in writing, of the decision.

VII. Closed Campus

All Pleasanton Unified School District schools are closed campuses. Pupils must check out through the Attendance Office before leaving the school grounds during the school day.

VIII. Attendance and Eligibility

- A. High school pupils must attend school a minimum of 4 periods to be eligible for participation in any school-sponsored activity for that day.
- B. Middle school pupils must attend school a minimum of 5 periods to be eligible for participation in any school-sponsored activity for that day.
- C. Elementary school pupils must attend school for the amount of time equal to a regular minimum day schedule to be eligible for participation in any school-sponsored activity for that day.
- D. In the case of activities that fall on weekends or holidays, pupils must follow #1, #2, or #3 above on the day preceding the weekend or holiday.

IX. Possible consequences for Unexcused Absences and Tardies



- A. The teacher of any class from which a pupil has an unexcused absence may require the pupil to complete any assignments and tests missed during the unexcused absence.
1. A pupil with an unexcused absence from school under this section may receive a grade of "zero" for assignments in each class for each day of unexcused absence.
- B. Tardies (per class)
1. One tardy through three tardies are handled by the classroom teacher.
  2. Four or more tardies – pupils are assigned a detention or Saturday school.
- C. Cutting a Class
1. 1st cut through 4th cut– pupils are assigned a detention or Saturday school and parents are sent a letter of possible loss of credits for the class.
  2. 5<sup>th</sup> cut or more – pupils are assigned a detention or Saturday school. School personnel will contact parent(s) or guardian(s) of any pupil whose unexcused absences from a teacher's class equal 5 days in order to schedule a School Attendance Review Team meeting at the school. At this meeting the reasons for the pupil's absences will be explored, and the administration will notify the parent that the student will lose credit for the class and will possibly be transferred to an alternative program in the district if the number of unexcused absences for a class exceeds 10 days.
  3. For the 6<sup>th</sup> through the 9<sup>th</sup> cut pupils are assigned a detention or Saturday school for each cut.
  4. Written notice shall be sent to the parent(s) or guardian(s) of any pupil whose unexcused absences from a teacher's class equal or exceeds 10 days. Such absences will result in the pupil's removal from that class and loss of credit for that class and shall result in the transfer to an alternative program in the district unless otherwise determined by the school principal.
- D. Leaving Campus Without Permission
1. 1st or 2nd offense – pupils are assigned a detention, Saturday school or 1 day suspension and 1 week loss of activities.

2. 3rd offense or more - pupils are assigned a detention, Saturday school or 2 day suspension and 30 day loss of activities.
- E. Cutting a full day or continuous non-attendance
1. parent conference
  2. teacher-assigned detentions
  3. Saturday schools, 1 week loss of activities
  4. referred to School Attendance Review Team or the district School Attendance Review Board, 30 day loss of activities

Legal References:

Pleasanton Unified School District Policy: 6113.2

California Education Code: 45194, 46012, 46014, 48200, 48205, 48205 b, 48400, 48260, 48260.5, 48263, 482634, 48264.5, 48267, 49290 – 48296, 48913,

Vehicle Code: 13202.7

Welfare and Institutions Code ; Section 601

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DISTRICT SUPERINTENDENT  
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