



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 5112
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Students

Attendance and Exceptions

1. Purpose and Scope

To implement Board Policy 5112 and outline the administrative regulations and procedures for student attendance.

2. Regulation

Under California law (Education Code 48200) parents or guardians are responsible for keeping children in regular attendance at school from age six until they are sixteen years of age. Between sixteen and eighteen years of age, if not enrolled in a comprehensive school, pupils are required to be enrolled in a continuation school. Exceptions are listed below:

- A. A pupil who has graduated from the twelfth grade.
- B. A pupil's physical or mental condition prevents, or renders inadvisable, attendance at school or application to study, or because of personal services that must be rendered to their dependents. The Governing Board shall require satisfactory evidence of the condition on which exemption is based.
- C. A pupil attending a recognized private school.
- D. A pupil under instruction by a qualified tutor who is teaching an approved curriculum between 8:00 a.m. and 4:00 p.m. for at least three (3) hours a day for 175 days of each calendar year.
- E. A pupil attending a regional occupational program.
- F. A pupil who has passed the state proficiency examination subject to parental approval.

3. The Responsibility of the Principal

Attendance and Exceptions (continued)

- A. The principal will designate one staff member as having primary responsibility for attendance, and will clearly indicate to all other staff members during annual preschool workshops their roles in student attendance monitoring and staff rule compliance.
 - B. The principal or his/her designated representative will ensure that each teacher complete daily the attendance scanning form which reports the absence of pupils in his/her assigned classes.
 - C. The principal or designated representative shall maintain the security of attendance forms and procedures.
 - D. The principal will establish procedures by which teachers will hold students accountable for class activities and assignments missed when absent or tardy, and by which teachers may reduce grades when absences exceed 10% of school days per quarter.
 - E. The principal will establish a semester evaluation of attendance procedures including assessment by staff members.
4. Verified absences that may be counted when computing average daily attendance for state apportionment purposes are as follows:
- A. Verified illness or quarantine.
 - (1) Impetigo, scabies, ringworm and pediculosis have been classified as illness.
 - (2) A pupil who is permitted by his/her physician to attend school only part of a day during the period of recuperation from poliomyelitis, rheumatic fever, or similar illness may be considered as being absent due to illness for the balance of the day.
 - (3) Absence of a pupil who is excluded from school because of quarantine restrictions is recorded in the same manner as absence due to illness.
 - (4) A pupil who contracts an illness of a prolonged nature or who has been a victim of an accident which will prevent attendance for a prolonged period should be counted as absent due to illness only until such time as he/she is able to undertake and actually begins instruction at home, in a hospital or by other means.

Attendance and Exceptions (continued)

- (5) No absence of a pupil from school for the purpose of having optometrical, medical or dental services rendered shall be deemed an absence in computing average daily attendance.
 - (6) Excused absence shall include attending funeral services of a member of the immediate family; one day for services in California, three days for services outside of California. Immediate family includes mother, father, grandparents, spouse, son, daughter, brother, sister or any relative living in the immediate household of the pupil.
 - (7) A student called for jury duty shall be excused and not considered absent for A.D.A. purposes.
5. Verified absences not eligible for state apportionment are as follows:
- A. In the interest of good parent and student relationships with the school, "personal" excuses may be given for justifiable reasons such as appearances in court, attendance at special religious ceremonies, and other types of family emergencies when the pupil's absence has been requested by the parent.
 - B. Where evidence shows that parents have misrepresented facts regarding the absence.
6. A student shall be considered truant if absence without valid excuse.
- A. A pupil is considered tardy for truancy purposes if he/she is tardy more than thirty minutes on any one occasion.
 - B. A pupil shall be reported as a truant when he/she is absent from school without valid excuse more than three days, or tardy in excess of thirty minutes on each of more than three days in one school year.
 - C. Any pupil who has been reported as a truant and who is again absent without valid excuse one or more days, or tardy one or more days, shall again be reported as a truant.

Attendance and Exceptions (continued)

- D. Teachers may deny makeup work to truant students, and with repeated trancies the discipline/punishment procedures listed in AR 5144 shall be employed.
 - E. Any pupil is deemed an habitual truant who has been recorded as a truant three or more times. A pupil cannot be declared an habitual truant unless the requirement in 9A below regarding a conference has been met. (Education Code 48262)
 - F. A student who is legally defined as a truant or as an habitual truant shall be reported by the school attendance administrator to the District Child Welfare and Attendance Office using Orange County Department of Education School Truancy Report Form SARB4.
7. School Attendance Review Board
- A. If any pupil is an habitual truant or habitually insubordinate, he/she may be referred to the local school attendance review board to determine if community resources may be available as a means of resolving the problem. In the absence of a local school attendance review board, the principal shall insure that similar functions and resources are made available to the truant student prior to referral to the District School Attendance Review Board.
 - B. Upon referral from the local school, the District School Attendance Review Board shall notify the student who has been reported as habitually truant or insubordinate, and parents or guardian of the student to meet with the District Review Board to consider a proper disposition of the referral.
 - C. If the District Review Board determines that available community services cannot resolve the problem of the truant or insubordinate student, the review board shall direct the County Superintendent of Schools to request a petition on behalf of the pupil in the juvenile court of the county.
8. Verification of Absence
- A. The principal or designated representative shall establish procedures whereby any qualified employee assigned to make such verification may verify any absence.
 - B. Questionable absences shall be referred to the appropriate school official for investigation.

Attendance and Exceptions (continued)

- C. A student 18 years of age or over shall have all the responsibilities and powers of a parent/guardian, and when absent from school may verify his/her own absence.
 - D. A student 18 years of age or older may be released from school for legal reasons on his/her own recognizance. Since attendance at school for the eighteen-year-old is a privilege and not a requirement, irregular attendance may result in the loss of this privilege.
9. Absence Communication
- A. The parents/guardians shall be informed when students are truant or have an excessive number of absences and tardies, and a parent conference will be conducted whenever feasible.
 - B. Quarter and semester grade reporting will include an accounting of students' attendance by class period.
 - C. Whenever a student is released from a teacher's class by request of another staff member, prior permission shall be obtained from that teacher or designated representative. The principal shall determine exceptions.
 - D. The principal or designated representative shall establish a procedure by which students with outstanding attendance records will be recognized for this achievement.