

# American Canyon High School Attendance Policies

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**Attendance Policies** (as of August 2011): Please read carefully as the district has made changes.

It is important that attendance policies and procedures are clear to teachers, students and parents. The information contained in these documents is intended to clarify attendance policies and procedures at American Canyon High School. NVUSD Board Policy/Administrative Regulation and Ed Code references are noted.

## **What is an excused absence?** (Education Code 48205, NVUSD AR 5113)

California state law requires that students attend school regularly and states that it is the responsibility of the parent/guardian to see that their child attends school on the days that school is in session. A student's absence shall be excused for the following reasons:

- Personal illness
- Medical, dental, optometry, therapy or chiropractic appointment
- Religious holiday, ceremony or retreat
- Court appearance
- Jury duty
- Funeral service for an immediate family member, limited to 1 day in state, 3 days out of state  
Immediate family is mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's household.
- Quarantine under the direction of a county or city health officer
- Illness of custodial child
- Employment interview or conference
- Educational conference on the legislative/judicial process offered by a non-profit organization
- Precinct board member for an election

## **What is an unexcused absence?**

Any absence that is not identified above with the exception of school business/activities.

## **What are the acceptable methods to clear/verify an absence?** (Education Code 46012, NVUSD AR 5113)

- See attendance procedures to clear by phone
- Written note from parent/guardian stating date and reason for absence
- Physician's verification
- If a student has 14 absences in the school year for illness, ALL further absences due to illness must be verified by a physician, no exceptions

**Upon return to school, students MUST clear/verify their absence within five school days or the absence will become truant. Once recorded as truant, it cannot be changed.**

## **What is the policy for making up school work/homework for an excused absence?**

(NVUSD BP 5113)

All school work and/or tests missed due to excused absences must be made up within the time specified by the individual teacher. If the student fails to make up missed school work/tests within the allotted time frame, his/her grades may be reduced to reflect the missed work.

## **What is the policy for making up school work/homework for an unexcused absence?** (NVUSD BP 6154)

Students do not have the right to make up school work/tests missed due to unexcused absences. Students may be given the opportunity to make up missed work at the teacher's discretion. A student's grades may be affected by excessive unexcused absences.

## **What is truancy?** (NVUSD AR 5113.1)

It is when a student is absent from school without a valid excuse for three full days in one school year. A student with excessive excused/unexcused absences will also be classified as a truant. Once classified as a truant, a student will be referred to the Student Attendance Review Team (SART).

## **What is the policy for making up school work/homework/tests for truancy?**

Same as for unexcused absences.