

**CLASSIFICATION: Students****ADOPTED: 10/11/95****REVISED: 9/27/00****SUBJECT: Attendance of Students****PAGE: 1 of 4**

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The County Superintendent of Schools believes that regular attendance plays a key role in the success a student achieves in school. The County Superintendent of Schools recognizes his/her legal responsibility to ensure that students attend school on a regular basis. Parents/guardians of children between the ages of six (6) and eighteen (18) are required to send their child(ren) to school unless otherwise provided by law. The County Superintendent of Schools directs each teacher in the schools maintained by the County Superintendent of Schools to keep an accurate record of student attendance and to record student attendance according to state law and California Department of Education regulations.

#### EXEMPTION FROM ATTENDANCE

The County Superintendent of Schools may grant an exemption from compulsory attendance to a student as allowed by law when exemption is in the best interests of the student. Parents/guardians of students granted exemption shall not incur penalties for violation of the compulsory attendance laws.

Requests for exemption from compulsory, full-time attendance must include satisfactory evidence of conditions upon which an exemption can be legally justified. Students who fall into the following categories may be exempted:

1. Students whose physical or mental condition is such as to prevent or make inadvisable attendance at school or application to study. (Satisfactory evidence of the condition, such as a statement from a qualified medical practitioner shall be required.)
2. Students holding work permits and who must attend part-time classes.

#### ABSENCES FROM ATTENDANCE

##### Non-Emergency Appointments, Early Release From School

Upon advance written or oral request from a parent/guardian and with the prior approval of the school principal or designee, a student may be released from school early for a non-

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emergency appointment as permitted by law and in accordance with established administrative regulations. All class work missed due to the absence will be made up by the student.

1. On or before the day of the requested early release from school, the parent/guardian will submit the request either in writing or contact the school principal or designee by telephone. [See Administrative Regulation No. 5142, Page 1]
2. A parent/guardian must submit a doctor's note confirming the medical or dental appointment for the student prior to the requested early release from school.
3. All requests, verifications, and early releases of students shall be recorded in the Absence Verification Log by the school attendance secretary and/or student's teacher.

Release of Students to Legal Authorities

Students under the jurisdiction of the Juvenile Court, Probation Department, and Social Services Agency may be released to the custody of their probation officer(s) or social worker(s) without parent permission in accordance with procedures established in Administrative Regulation No. 5142, page 2.

Release of Students for Religious Reasons

Students shall be allowed to be absent for religious instruction or participation in religious exercises away from school property upon written request by a student's parent/guardian. Such absences will be considered excused subject to the following:

1. The student shall attend at least the minimum school day.
2. The student shall be excused for such purpose on no more than four (4) occasions per month.

Upon written request by a student's parent/guardian, a student may be excused from school for up to four (4) hours per semester in order to attend a religious retreat.

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### EXCLUSION FROM ATTENDANCE

The County Superintendent of Schools recognizes that there may be cases where the exclusion of a student may be necessary because his/her presence in school presents a clear and present danger to the life, safety or health of other students or school personnel. The County Superintendent of Schools directs the Assistant Superintendent, Student Services, to develop and implement procedures governing student exclusion from attendance.

Exclusion from attendance in the programs and schools operated by the County Superintendent of Schools may be applied to:

1. Any student who does not present evidence of immunization from certain infectious diseases as required by law unless the parent/guardian requests, in a written statement, exemption from the requirement on the basis of the physical condition of the student or conflict with the religious beliefs of the parent/guardian.
2. Any student of filthy or vicious habits or suffering from contagious or infectious diseases.
3. Any student who resides where any contagious, infectious or communicable disease exists, or has existed, which is subject to quarantine and whose parent/guardian cannot produce written notification of the health officer permitting the student to attend school.

Students with noticeable unhygienic conditions may be excluded from school attendance if they present a possible health hazard to themselves or others. Students who are exempt from immunization or who are inadequately immunized against a certain disease may be excluded from school attendance if an outbreak of a specific communicable disease occurs.

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**Administrative Regulations No.: 5142**

**Derivation: Administrative Regulation No. 5112, Adopted 10/11/95, Amended 7/23/96 and 9/27/00.**

**Legal Reference: Education Code  
1740**

**1981 Community Schools Pupils: (a) Expelled from a School District; (b) Referred from School Attendance Review Board (SAB); (c) Probations Referred;**

**(d) Homeless Children**

**37201, 37223, 41601, 44690, 46000, 46010 - 46105, 46100 - 46118, 46140-46147, 48200 - 48205, 48210 - 48214, 48220 - 48232, 48240 - 48246, 48260, 48260 -48273, 48292, 48320 - 48324 , 48340 - 48342.5, 48410, 48415, 49067, 49408, 49450 - 49457, 49470 - 49474, 49480**

**California Code of Regulations, Title 5**

**306, 420 et seq.**

**Health and Safety Code**

**3118, 3380 - 3390**

**Welfare and Institutions Code**

**300, 601, 602, 654**