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**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education
From Tony Smith, Ph.D., Superintendent
 By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
 Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date

Subject AR5113 - Absences and Excuses

Action Requested Approval by the Board of Education of Amended Administrative Regulation - AR 5113- Absences and Excuses

Background The purpose of the modification is to clarify for school site attendance personnel how to proceed in the event of excessive student absence due to illness.

Recommendation Approval by the Board of Education of the recommended changes in AR 5113

Fiscal Impact No Fiscal Impact

Attachments

- Redlined Copy of Administrative Regulation 5144.1

Certified:


 Edgar Rakestraw, Jr., Secretary
 BOARD OF EDUCATION 4/18/10

Oakland Unified School District

Administrative Regulation

AR 5113
Students

Absences and Excuses

Excused Absences

A student'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, optometric, 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 student's immediate household. (Education Code 45194, 48205)
5. Jury duty in the manner provided by law (Education Code 48205)
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to: (Education Code 48205)
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion

- d. Attendance at religious retreats not to exceed four hours per semester
- e. Attendance at an employment conference
- 8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
- 9. Participation in religious instruction or exercises in accordance with district policy: (Education Code 46014)
 - a. In such instances, the student shall attend at least the minimum school day
 - b. The student shall be excused for this purpose on no more than four 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:

- 1. Written note from parent/guardian, parent representative, or student if 18 or older. (Education Code 46012)
- 2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
- 3. Visit to the student's home by the 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.
- 4. Physician's verification
 - a. When excusing students 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.

- b. When a student has had 14 absences in the school year for illness verified by methods listed in #1-3 above, any further absences for illness must be verified by a physician. Failure to provide verification from the physician, school nurse or other school personnel will result in those additional absences being recorded as unexcused.

7/14/04; 11/17/2010A