

The philosophy of the Board of Trustees of the Anaheim Union High School District is that all students must attend school and be actively engaged in the school's educational programs. When a student is absent s/he misses class experiences that will never be duplicated. Not only does the absent student miss these experiences, but on his/her return, valuable instructional time is taken from the class to assist the returning student. If parents fulfill their obligation by keeping their child in school, not only will the child profit, but also the total educational program for all students will improve.

1.0 The School's Responsibility, Rights, and Duties

It shall be the responsibility of each certificated employee to understand all procedures and rules of attendance and to share in the duty of communicating these procedures and rules to the students and parents of the district. These procedures and rules of attendance shall be fair, reasonable, and necessary for the operation of the school. Each certificated employee shall assume procedures within his/her individual teaching station.

2.0 Parent's Responsibilities, Rights, and Duties (Education Code 39063 and 49069)

Parent's Rights

At the beginning of each school year, or when a student enrolls in school, the school shall notify the parent or guardian of the attendance procedures and rules of the school and the district.

Parent's Responsibility (Education Code Sections 48200, 48400, and 48980)

The parent or guardian shall enroll all 6 to 16-year-old students in full-time school. The parent shall enroll all 16 to 18-year-old students in full-time school or continuation school.

Any parent or guardian having the responsibility of a student who fails to comply with any of the compulsory attendance laws, unless expelled, excluded, or exempt, is guilty of a misdemeanor and subject to fine or imprisonment.

Parent's Duties

It is the parents' responsibility to see that their student attends school everyday except when excused for a valid reason. To facilitate the school's procedures and rules, the parent or guardian should notify the school (before noon) the day the absence occurs. It is also the parent's responsibility to inform the school in person, by telephone, or by note the day following a student's absence. The

parents or guardian should furnish all necessary documents to assist their pupil not only in enrolling in school, but those needed to assist their student in being readmitted to class and obtaining required class work and homework.

3.0 Student's Responsibilities, Duties, and Rights

Student's Rights

While education is a right of all pupils residing in the district, it is not an absolute right. It is qualified first by eligibility requirements and second by performance requirements. The later requirements refer to the positions of the judiciary that speaks of education as a limited right or a privilege; that is, should students fail to perform those duties required of them upon attendance in school, they may then be excluded from school.

Student's Responsibilities

Every student shall attend school punctually and regularly, and conform to the regulations of the school and district in regard to the procedures and rules of attendance. A student shall remain at school during nutrition and lunch, and any other time when school is in session, except when excused with the approval of the principal or his/her designee. The student is responsible to request and complete all class assignments and tests. When the student's absence is valid, the teacher shall allow class work and homework to be made up.

Student's Duties

It is the duty of the student to attend all classes assigned except when administrative or teacher approval has been given to miss the class. It is the duty of the student to obtain and complete all class assignments and tests.

4.0 Student Absences

Student absences are divided into three groups:

Group I: Valid Absences

In everyday life there are times when a student will be absent from school for a valid reason. When the parent and student know of the reasons in advance, the student/s assignments should be requested in time for the student to complete the assignments before or by the prescribed time after the student, returns to school. We also realize that emergencies arise and, in these cases, class

assignments should be requested and completed at a time prescribed by the teacher.

All teachers shall provide assignments and tests when the student is absent for valid reasons. However, it is the responsibility of the parent or student to request these assignments, and the student's responsibility to complete the assignments as prescribed by the teacher. If these assignments are not requested and completed by the prescribed time, an "0" grade/credit shall be given for those assignments.

Valid Absences

1.0 Medical Absences

- 1.1 Hospitalization
- 1.2 Doctor appointments
- 1.3 Dental appointments
- 1.4 Chiropractic appointments
- 1.5 Optometrical appointments
- 1.6 Required immunization appointment
- 1.7 Quarantine
- 1.8 Mental health appointments (professional)
- 1.9 Doctor statements

2.0 Death in the Family

- 2.1 Mother
- 2.2 Father
- 2.3 Brother
- 2.4 Sister
- 2.5 Grandparents
- 2.6 Others living in the household

3.0 Holy Days

- 3.1 These ceremonies must be celebrated as defined by the religion during school hours. If the ceremonies are given before or after school, they do not qualify as a valid absence.

4.0 School Events

4.1 All school initiated activities, approved by the principal or his/her designee, are approved absences when in accordance with adopted school and district policies.

5.0 An Administrative Valid Absence

5.1 When, in the judgment of the administrator, the student could not or should not attend a class(s) the administrator may approve the absence as valid.

5.2 Examples of valid absences are:

5.2.1 Detained in the office by school personnel

5.2.2 Family emergencies when the parent or guardian demonstrates reasonable cause

Group II: Student Illness and Parent Request (Education Code 49067(b)(2))

The Board of Trustees realizes a student will be absent from school due to minor illnesses and other reasons considered necessary by the parent or guardian. It is the responsibility of the parent, or guardian or student to request assignments and tests. If the parent, or guardian or student does not request the assignments and tests, or the student does not complete the assignments and tests in the time prescribed by the teacher, a "0" grade/credit will be given for those assignments and tests in the teachers record book.

Group III: Student Causes Absences

Teachers will not allow students to make up assignments and tests for pupil initiated absences. All teachers shall record in their grade books a grade of "0" credit for all recorded non-valid absences.

Non-Valid Absences

1.0 Truant from school

2.0 Class cuts

3.0 Ditch days

4.0 When a student is suspended from a class by a teacher, assignments will not be given by the teacher for that class for a day(s) of suspension

5.0 Parent, or guardian, and student initiated absences that could be accomplished on weekends, holidays, or other days that school is not in session.

When a teacher has made every possible effort to assist a student in the learning process and all alternatives have been exhausted, the student may be removed from the class with a W/F grade.

The procedures for removing a student from class are:

- 1.0 The teacher must notify the parent and student that s/he is in danger of or is failing the class in accordance with the district policy. This notification will include the reason or reasons.
- 2.0 The teacher must provide the parent an opportunity to discuss the situation
- 3.0 The parents and student must have been notified that s/he is failing the class. The notification will include the reasons.
- 4.0 The teacher must have requested a parent conference.
- 5.0 The teacher must refer the student to the administration with the above information documented.
- 6.0 The student must be provided the opportunity to correct his or her deficiencies.
- 7.0 The school will notify the parent that the student is being removed from class.

The school will make every effort to notify the parent when the student is absent from school. However, the parent needs to notify the school before noon the day of absence when his/her child is ill or a parent request has been made for the student to miss school. This effort will not only improve home-school communications, but will improve each student's attendance and achievement record.

Board of Trustees

May 7, 1984

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