

**GILROY UNIFIED SCHOOL DISTRICT
ATTENDANCE POLICIES**

Policies are presented in abbreviated form, cited from Education Code 46010-46014, 48200, 48205, GUSD Board Policy 5113 and Administrative Regulation 5113.

EXCUSABLE ABSENCES:

1. Personal illness.
2. Quarantine by county or city health officer.
3. Medical appointments.
4. Funeral services for member of immediate family (1 day in state, 3 days out of state).
5. Jury duty for students.
6. Participation in a school activity in which the student represents the school or district.
7. Appearance in court either as a defendant or a subpoenaed witness.
8. Observation of a holiday or a ceremony of the student's religion.
9. Attendance at a funeral service.
10. Attendance at religious retreats (4 hours per semester maximum).
11. Attending an employment conference when approved in advance by the principal.
12. An absence while in Juvenile Hall, Children's Shelter, or other custodial facilities.
13. Suspensions which have been made-up through a prescribed alternative.
14. Additional absences due to item 5, with the principal's approval.
15. Administrative summons or when detained by other school personnel.
16. Appointments with attorneys, law enforcement officers and probation officers.
17. Personal or family emergency when approved in advance by the principal.
18. Absence to care for one's ill child when the student is the custodial parent.
19. Attendance at a governmental or judicial function or an organized visitation to a post-graduate institution relevant to the student's current course of study, with the principal's advanced approval.

The State does not fund districts for absent students, even if the absences are excused.

NON-EXCUSABLE ABSENCES:

1. ***Family trips for pleasure or recreational reasons.**
2. An absence without an excusable reason, even if initiated by a parent/guardian or parent representative.
3. An absence, which has not been verified (cleared) within five school days.
4. An absence for which advanced approval was required.
5. An absence caused by temporary custody in the Gilroy Police Department Sweep Program.
6. A non-excused tardy of more than 30 minutes to a classroom or locker room.
7. Any tardy to Saturday School or other school truancy abatement program.
8. An absence requiring verification from a physician, school nurse or other qualified school personnel, which was not verified as required.

EXCUSABLE ABSENCES MUST BE CLEARED WITHIN FIVE (5) SCHOOL DAYS, AS FOLLOWS:

1. A written note from the parent/guardian or parent representative.
2. A conversation, with school staff and the parent/ guardian or parent representative.
3. A visit to the student's home by school district personnel.
4. Any reasonable method that verifies that the student was absent for the reasons stated.
5. A physician's verification.
6. Confirmation by school staff of confidential medical appointments.
7. **The 10% rule: When a student has accrued absences due to illness equal to ten (10%) percent of the school days, from the day of enrollment to the current day, subsequent absences must be verified by a physician, school nurse or school personnel. Absences must be cleared daily, unless other arrangements are made with the school principal or designee.**
8. **Eighteen-year-olds must have absences verified by a physician, medical or school personnel.**

***Students in grades K-12 may be granted the option of Short-term Independent Study for anticipated absences of 5-10 days. A meeting must be scheduled with the principal, in advance.**

**THE SUPERINTENDENT SHALL IMPLEMENT WHATEVER STEPS ARE
LAWFUL AND APPROPRIATE TO KEEP STUDENTS IN SCHOOL**