



San Juan Unified School District

Student Support Services

Attendance Improvement Program/S.A.R.B.

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DISTANCE LEARNING ATTENDANCE NOTIFICATION

Positive attendance supports your student's achievement. Every day a student misses school, he/she is at risk of falling behind academically. Not only is the missed day lost, the return day is spent catching up. Every day a student attends school is also a lesson in responsibility and commitment.

During Distance Learning, a student will be marked absent for the day if there is no evidence of one or more of the following:

- participation in online activities,
- participation in synchronous classroom activities,
- completion of asynchronous activities/assignments,
- contact between employees of the school and students or parents/guardians regarding instruction or participation in daily activities

Tardies – due to daily participation requirements specified above, student tardies do not apply during distance learning.

Below are the District's policies and procedures regarding attendance during Distance Learning. Please review the following information and reporting procedures.

1. REPORTING ABSENCES

Student safety will always remain our number one concern, so always notify the Attendance Office 24-hour line when your child will not be at school.

2. CLEARING ABSENCES

- Parents must clear all absences within 5 school days.
- To clear your child's absence, call the automated attendance number. This line is available 24 hours a day. A parent can also deliver a note or email the school.
- You must respond to the schools request/communication attempts to clear absences. If an absence is not cleared within 5 days it will be recorded as a truancy.
- A cleared absence will be coded as excused or unexcused, depending on the reason for absence, per California Education code and San Juan Unified School District Board policy.

Verification of Illness

San Juan Unified School District allows each parent to excuse up to 10 days (or the equivalent number of periods) without verification of illness from a medical professional. Absences after that will be recorded as unexcused unless verification from a medical professional is provided. Therefore, anytime your child is unable to participate in Distance Learning due to an illness or medical appointment, provide verification from the service provider (electronically or via mail) whenever possible. These absences will be recorded as verified and will not take away from the 10 day parent excused limit.

3. LEGALLY EXCUSED ABSENCES

- Illness
- Quarantine under the direction of a county or city health office
- Medical, dental, optometry, chiropractic or mental health services
- Attendance at funeral services for a member of immediate family
- Jury duty in the manner provided by law
- Pupil is a custodian of a child who is ill or has a medical appointment during school
- For the purpose of serving as a member of a precinct board for an election
- For the purpose of spending time with a member of the student's family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat- support position
- For the purpose of attending the student's naturalization ceremony to become a U.S. Citizen
- Religious holidays

The following **may be excused** by the principal with advance approval:

- Court Appearance
- Employment Interview
- Additional days for funeral of immediate family members

4. UNEXCUSED ABSENCES - Unexcused absences are considered trancies and contribute towards chronic absenteeism.

- Missed the bus
- Out of town
- Family vacation
- Any illness other than the student's illness
- Accompany parent to a parent's appointment, etc.

5. SHORT-TERM INDEPENDENT STUDY

If a child will be out of school for five or more days for an unexcused absence (including family vacations), parents need to contact the office at least two weeks in advance of the absence to inquire about an Independent study contract. However, an Independent study contract is a privilege not a right.

6. CHRONIC ILLNESS

If your student has a diagnosed chronic illness, you may receive a physician's authorization to excuse absences for your child. The Chronic Illness Verification form requires the treating physician to verify the diagnosis and list symptoms that would not necessitate an office visit, but would prevent the student from participating in Distance Learning. With this authorization, the parent emails the attendance office for each qualifying absence, noting that the absence is due to the chronic illness and listing one or more of the symptoms the physician has identified. These absences will be considered doctor verified (excused).

7. CHRONIC ABSENTEEISM

Chronic absenteeism is defined as missing 10 percent or more of the school year, which is equivalent to 18 days out of a 180-day school year regardless of whether absences are excused or unexcused.

8. TRUANCY

- State law defines a truant as a student who has an unexcused absence or is more than 30 minutes tardy three or more days in one school year or a combination of unexcused absences and over 30 minute tardies.
- Written notices of truancy are required by law. Parents will receive a letter if their student has 3 unexcused absences or tardies of over 30 minutes or a combination thereof.
- Additional truancy letters are sent at 6 and 9 unexcused absences (Tru 2 & Tru 3 letters)

****School administration may conduct a parent meeting to discuss attendance concerns at any time.****

9. EXCESSIVE ABSENCE NOTIFICATION (Child Welfare and Attendance Letter)

Serves as notification that the District's parent verified absence limit (10) has been reached. Further illness- related absences must be excused by a doctor's note.