

Mendocino Unified School District

Board Policy 5110
Adopted by Board 9/18/86

Students

Attendance

Regular and prompt attendance is required by law and is essential to academic success. It is the responsibility of the parents/guardians and students to maintain attendance; it is the responsibility of the school to record and monitor attendance and to inform parents or guardians of attendance problems concerning their children.

Absences. The following are excused absences:

1. Illness of the student.
2. Doctor or dentist appointments.
3. Attendance at funeral services for a member of the student's immediate family.
4. Absence due to quarantine by a County health officer.
5. Jury duty.
6. School-sanctioned/sponsored educational trips.

Verification of Absences

Absences must be verified by the student's parent/guardian in writing, in person, or by telephone to the school office or appropriate school personnel upon the student's return to school. The school office should be notified in advance of an anticipated absence. Students and

parents/sguardians are responsible for verifying absences. Absences not verified within fifteen (15) school days following the absence will be considered unexcused. Students and parents/guardians will be notified of this policy at the time of enrollment or at the beginning of each school year.

Tardiness

Occasional late arrivals at school or in individual classes caused by reasons beyond the student's control or by compelling circumstances are excused, if explained to the satisfaction of the school office or class teacher.

Extracurricular Activities: Secondary

In order to be eligible for participation in extracurricular activities, a student must be in school by second period of the day of an event, or present an acceptable excuse.

Making Up Work

Teachers must provide opportunity for a student to make up work missed during an excused absence. It is the student's responsibility to request instructions for making up work. Whenever possible, arrangements for making up work should be made in advance.

Legal Reference: Education Code
35330 Excursions and field trips
46010 et seq. Absences
48260 et seq. Truants

California Administrative Code
5:303 Explanation of absence