



## SOUTHERN KERN UNIFIED SCHOOL DISTRICT

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**Embracing the Whole Child**

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### Southern Kern Unified School District 2023 – 2024 Attendance Policy for K - 12th Grade Students

SKUSD Board Approved

Date: 4/26/23 Ac

To comply with Ed. Code 48263.6, a **90%** Attendance Policy must be met in grades K - 12.

Students must meet a minimum of **90%** attendance in order to participate in the 8<sup>th</sup> grade Promotion Ceremony, High School Graduation and all end of year activities for all grades throughout the school year.

- 1) Students in grades K - 12 must be in class at least **90%** of the school year in order to participate in Graduation/Promotion Ceremonies and all end of year activities.
  - a. 3 (three) tardies of 30 minutes or more equals one full day's absence.
  - b. 3 (three) tardies of less than 30 minutes equals one period of absence.
  - c. Suspensions count as an unexcused day of absence.
    1. Saturday School will not excuse a tardy or suspension.
- 2) This is not an excused/unexcused absence policy. This is an Attendance Policy.
- 3) Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older (Ed. Code 46012; 5 CCR 306). Verification must be provided **within three (3) school days following the absence.**

#### **Ed. Code - 48260.**

(a) A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

(b) Notwithstanding subdivision (a), it is the intent of the Legislature that school districts shall not change the method of attendance accounting provided for in existing law and shall not be required to employ period-by-period attendance accounting.

(c) For purposes of this article, a valid excuse includes, but is not limited to, the reasons for which a pupil shall be excused from school pursuant to Sections 48205 and 48225.5 and may include other reasons that are within the discretion of school administrators and, based on the facts of the pupil's circumstances, are deemed to constitute a valid excuse.

#### **Ed. Code - 48263.6.**

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for 10 percent or more of the schooldays in one school year, from the date of enrollment to the current date, is deemed a chronic truant, provided that the appropriate school district officer or employee has complied with Sections 48260, 48260.5, 48261, 48262, 48263, and 48291.

**This Attendance Policy is effective for the following schools of the Southern Kern Unified School District.**

#### **Southern Kern Unified School District**

Abraham Lincoln Independent Study  
Rare Earth Continuation High School  
Rosamond High Early College Campus  
Tropico Middle School  
Rosamond Elementary  
Westpark Elementary

EXCUSED ABSENCES

According to law (E.C. section 48205), your child will be excused for absence when it is:

1. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
7. For justifiable personal reasons, including but not limited to an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent/guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
9. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in E.C. 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. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Superintendent of the school district.
10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
11. For the purpose of participating in a cultural ceremony or event.
12. Authorized at the discretion of a school administrator, as described in subdivision (C) of section 48260.

METHOD OF VERIFICATION

When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence within three school days of the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative
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. The employee shall document the verification and include the information specified in item #2 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 less than a 90% attendance rate within a school year for illness verified by methods listed in #1-3 above, any further absences for illness shall be verified by a physician.