ATTENDANCE

Regular daily attendance is extremely important for every student and is also required by State law (Ed. Code 12101). Missed instruction can never be duplicated; student learning is affected even when the written work is made up.

In addition to the student's loss of instruction, the school loses State funds for each absence (whether or not it is excused). State funding is based solely on actual school attendance by students.

Parents of students with excessive absences or tardiness will receive a letter at home and may need to provide a doctor's verification. Ongoing attendance problems may be referred to the Mt. Diablo Unified School District’s School Attendance Review Board (SARB) and subsequently, to the District Attorney’s office.

For extended absences (5 - 20 days), a student may be given an Independent Study Contract. This is a contract between the student, teacher, parent, district and State. It requires signatures from the principal, student, parent and teacher, and upon completion, will be sent to the district and on to the State. All work must be completed and handed in by the due date specified on the contract. If the work is completed to the teacher’s satisfaction, the student will receive credit and be marked present for the days they were gone.

PLEASE BE AWARE THAT STUDENTS WHO HAVE BEEN ON INDEPENDENT STUDY DO NOT QUALIFY FOR “PERFECT ATTENDANCE.” Please give teachers at least two (2) weeks’ notice if you intend to request an Independent Study contract for your student.

Reporting Absences
When a student is absent, you may e-mail us at: valhallaattendance@mdusd.org, OR send a note to the office no later than 72 hours (3 days) after the absence, OR phone the school office at (925) 687-1700 during school hours (7:30am – 4pm). If your student has a communicable disease, such as strep throat, chicken pox, etc., please let us know immediately, so we can send prevention letters to the other families in your student’s classroom. District policy states that absences must be cleared within 72 hours from the first day of absence, or the absence might be considered truancy. If you e-mail or send us a note, please include:

- Student's full name
- Teacher’s name
- The date(s) of absence
- The specific reason the student was absent
- Name of person reporting absence and their relationship to the student

Ill children should stay home and get well. Our policy, as per medical recommendation, is that students who have had a fever may return to school if they have had no fever for at least 24 hours.

Tardies
The first warning bell rings at 8:05am. When the second bell rings at 8:08am, students should be lined up on the yard for the Pledge of Allegiance. If students are not in line to do the Pledge and hear the announcements, they are considered TARDY. Tardy students should report to the office for a tardy slip. Being at school on time sets the tone for the rest of the day and students are at a disadvantage when they arrive late and have missed instruction. They disrupt the class, which interferes with other students’ learning. Please instill in your children the good habit of punctuality.

SARB
Children with excessive tardiness or absences may be referred to the Student Attendance Review Board and eventually the District Attorney’s office.
School Attendance and Truancy

Below, you will find information regarding these topics as they appear in the MDUSD Parent Information Packet (PIP). The PIP can be found on the district website: www.mdusd.org.

Compulsory education laws require that students ages 6-18 attend school. Parents are required to notify the school following a student’s absence to permit school officials to determine whether the absence can be excused, and to identify truant students. In accordance with Education Code section 48205, students absent from school for any excusable reason, including illness, shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided. Upon satisfactory completion within a reasonable period of time, their work shall be given full credit. The teacher of the class from which the student was absent shall ensure that makeup tests and assignments are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

Reasons for excused student absences include:
1. Illness or injury of the student, or serious illness which necessitates the absence of the student.
2. Student attendance at a medical, dental, optometric, or chiropractic appointment.
3. Student attendance at the funeral service of an immediate family member.
4. A quarantine imposed by a City or County health official.
5. Student service on a jury.
6. Up to five (5) days to obtain required immunizations.
7. Exclusion from school due to head lice, lack of immunizations, or physical examination.
8. Appearance in court.
9. Observance of a holiday or ceremony of his/her religion.
10. Employment interview or conference.
11. Illness or medical appointment of a student when the student is the custodial parent.
12. A confidential medical appointment for students in grades 7-12. (E.C. 46010.1)
13. Other such reason as the principal may consider justifiable when requested in advance.

To have a student's absence excused, parents will need to follow school procedures (see previous page under “Attendance”).

Absences for Religious Purposes
Students shall be excused from school for such purposes no more than four (4) days per school month and, in each case, the student so excused shall attend a minimum school day as established by the Mt. Diablo Board of Education. (E.C. 46014).

Truancy Defined: Students shall be classified as truant if they are absent from school without a valid excuse on three (3) days in one school year, or tardy in excess of thirty (30) minutes without a valid excuse on three (3) separate occasions in one school year. (School absence includes missing any single class period within the school day.)