

WESTMORLAND UNION ELEMENTARY SCHOOL DISTRICT

Board Policy No. 5005: ABSENCES AND EXCUSES

- A. Absence from school shall be allowed only for health reasons, family emergencies and justifiable personal reasons, as permitted by law. Parents or guardians shall be notified of their pupil's absences. Such notification shall be on the day of each absence.
- B. When pupils who have been absent return to school, the Board requires that they present a satisfactory explanation from their parent/guardian, verifying the reason for the absence. The parent/guardian may explain the absence in person, by telephone, or in a written, signed note. Absences for confidential medical appointments shall be exempt from this requirement and may be verified by the pupil or his/her physician.
- C. Any of the following methods may be used to verify absences due to illness, quarantine, medical, dental, religious reasons, optometrical services or death in the immediate family. The following methods shall be used to verify all absences except absences due to confidential medical services.
 - 1. Conversation, in person or by telephone, between the verifying employee and the pupil's parent, guardian, or parent-representative. A subsequent written record of the conversation will include the following:
 - a. Name of pupil.
 - b. Name of parent, guardian, or parent-representative.
 - c. Name of verifying employee.
 - d. Date or dates of absence.
 - e. Reason for absence.
 - 2. Written note from parent, guardian, or parent-representative.
 - 3. Visit to the pupil's home by the verifying employee.

4. Any other reasonable method which establishes the fact that the pupil was actually absent for the reasons stated. A written record shall be made, including information outlined above.
- D. Pupils shall be excused from school when the absence is:
1. Due to illness;
 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 for not more than one day if the service is conducted in California and not more than three days if the service is conducted outside of California. "Immediate family" shall be defined by the definition contained in Education Code section 45194;
 5. For justifiable personal reasons including, but not limited to, an appearance in court, attendance at a funeral service, or for religious reasons pursuant to Board Policy 5006 when the pupil's absence has been requested in writing by the parent or guardian and approved by the Superintendent or the Superintendent's designee.
- E. Pupils absent from school for the reasons set forth in paragraph D above, shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of any class from which a pupil is absent shall determine the tests and assignments which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- F. When excusing pupils for confidential medical services or verifying such appointments, District staff shall not ask the purpose of such appointments. Staff may contact a doctor or medical officer in order to verify the time of the appointment only. Parents and pupils shall be asked to schedule medical appointments during non-school hours.

Legal Reference:

Education Code sections 48205, 48260, 48260.5, 48261, 48340

Date Policy Adopted By The Board: August 22, 1989 (formerly B.P. 5004)

Date Policy Revised By The Board: November 8, 1994

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