

Willow Creek Academy

AR 5100

Student Attendance

Excused Absences: A student's absence or tardiness shall be excused for the following reasons:

1. Personal illness
2. Quarantine under the direction of a county or city health
3. Medical, dental, optometric, or chiropractic appointments
4. Attendance at funeral services for a member of the immediate family
 - a) Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
 - b) "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/ daughter-in-law, brother, sister or any relative living in the student's immediate household. (Education Code 45194, 48205)
5. Upon advance written request by the parent/guardian and the approval of the Head of School, justifiable personal reasons.
6. Appearance in court

Method of Verification

When students who have been absent return to school or arrive late for school, they shall present a satisfactory explanation verifying the reason for the absence or lateness. The following methods may be used to verify student absences:

1. Written note from parent/guardian.
2. Conversation, in person or by telephone, between the Head of School or designee or teacher 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 that establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
4. Physician's verification

Adopted: 2/11/09

Amended: 4/19/18

Amended:

Amended: