

Really, we should look at what the handbook says –

Vacation/appt codes should be used unless someone has told people NOT to use them, if that is the case, please let me know.

The handbook is very clear on what is an excused absence so if a parent calls, for it to be marked as excused, it needs to fit one of the reasons below.

Just to be clear – Vacation is an UNEXCUSED absence.

Here is what is in the handbook.

## **ATTENDANCE POLICIES AND PROCEDURES**

Regular attendance by all students in the Westlake City School District is very important. Regular attendance and engagement in activities at school by all students contributes toward the District's mission of ensuring that each student meets their educational goals, directs their lives and contributes to society. As a result, all families are encouraged to schedule, to the extent possible, necessary appointments and travel outside of the school calendar and school day hours.

Absence from school must be considered either excused or unexcused. Excused absence from school must be in accordance with State Attendance laws (Board Policy JED). The following reasons are considered to be excused absences:

- Illness (of student or immediate family member)
- Quarantine for contagious disease
- Death in the family
- Observation of a recognized religious holiday
- Travel out of state to attend a Board-approved enrichment or extra-curricular activity (up to four days)
- Unique and rare circumstance as deemed appropriate by the Superintendent or designee

All other absences will be considered unexcused. Students are permitted up to ten (10) excused absences per semester. Following ten (10) absences, documentation of the reason for the absence may be required in order for the absence to remain excused. Students will be permitted to make-up work missed as a result of an excused absence.