



ADMINISTRATIVE PROCEDURE

CATEGORY: **Student, Absences and Excuses**

SUBJECT: **Leaving School Grounds, Secondary, 6-12**

A. PURPOSE AND SCOPE

1. To outline administrative procedures to be followed in permitting a secondary school student to leave school grounds during the school day.
2. **Related Procedures:**

Injury/illness emergencies, students	EP 07
Juvenile arrests/interviews/removal from school	5060
Field trips, domestic single-day	4585
Attendance accounting, K-12	6166
Leaving school grounds, elementary K-6	6155
Illness and minor injuries	6371
Suspensions	6290
Work experience education	4126

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-1300, H-3000, H-3500, I-4400; Education Code Section 44808.5; California Code of Regulations, Section 303.
2. *All* district schools will have closed campuses.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Office of the Chief Middle School Improvement Officer (6-8) or the Chief High School Improvement Officer (9-12), as appropriate.
2. **Parent Notification.**
 - a. Except as noted in paragraph (b), below, when a student must leave school grounds before the end of the regular school day *without prior authorization of a parent or guardian*, the parent (or person indicated on the enrollment form for emergencies [E.1.]) *must* be notified by the principal or his/her designee. This paragraph shall apply to students who are sent home for illness, accidents, suspension, or any other reason requiring the student to be sent home.
 - b. Parents shall not be notified if a student wishes to leave school to obtain confidential medical services (as defined in Board Policy H-3500).

3. **Private Instruction.** Early release of students for music lessons, dancing lessons, reading clinics, and similar programs conducted by nondistrict agencies and private schools is prohibited. Parents/Guardians should be encouraged to supplement the regular instructional program *provided it does not interfere with the regular instructional day.*

D. IMPLEMENTATION

1. **Circumstances Requiring Student Be Sent Home (e.g., Illness, Accident, Suspension)**
 - a. **Principal or designee** notifies parents or registered “emergency” person; may request that student be picked up at school. (*Serious illness/injury is covered in Emergency Procedure 07.*)
 - b. **Attendance office or school nurse** completes “Absence Excuse for Parent's Signature” (E.2.) in duplicate.
 - (1) **Original.** Stamps with time of student's departure from school; sends home with student for parent's signature and return to attendance office.
 - (2) **Duplicate.** Files copy in attendance office until original is returned and “Admit Card” (E.3.) is issued; makes notation on absence list.
 - c. **Student** is taken home by parent or authorized person, or by principal, vice principal, nurse, or school counselor. (Student may be sent home alone if conditions permit and parent consent is obtained.)
 - d. **Student**, *if parent or registered “emergency” person cannot be contacted*, remains at school until end of regular school day, then is taken or sent home.
2. **Medical/Dental Appointments, or Personal Business.**
 - a. **Student** presents signed parent request to attendance office for release of student; attendance office may call home to verify note. When a student wishes to leave school to obtain confidential medical services (as defined in District Policy H-3500), parental consent shall not be required. These requests shall be handled in the manner prescribed by subsection (d).

- b. **Attendance office or principal's designee** contacts parent if student requests to leave early *without* a note or prior contact by parent, except when a student wishes to leave school to obtain confidential medical services. Parents shall not be contacted when a student wishes to leave school to obtain confidential medical services (as defined in District Policy H-3500).
- c. **Attendance office** completes absence excuse form (E.2.) in duplicate *when request is verified*; signs form or obtains principal's designee signature, except when a student wishes to leave school to obtain confidential medical services. In these cases, absences shall be handled in the manner prescribed by subsection (d).
- (1) **Original.** Stamps with time of student's departure from school; sends home with student for parent's signature and return to attendance office.
 - (2) **Duplicate.** Files copy in attendance office until original is returned and "Admit Card" (E.3.) is issued; makes notation on absence list.
- d. **Confidential medical services.** Students seeking confidential medical services (as defined by District Policy H-3500) shall be referred to the school nurse or counselor. The school nurse or counselor will provide authorization for the student to be excused from school for confidential medical services. The school nurse or counselor will provide the attendance office with the information necessary to record the absence as excused, except the fact that the student sought confidential medical services shall not be included in the pupil record. If the school nurse or counselor chooses to verify the confidential medical appointment did in fact occur, the school nurse or counselor must verify using a method that safeguards the student's privacy as much as possible. This may include confirming with the student orally, requesting written confirmation of the time and date of the appointment from the medical provider, or any other appropriate method the school nurse or counselor wishes to employ.

If there is no school nurse or counselor on campus, the attendance office will authorize the absence as excused. The appointment can be verified with the student orally or by requesting that the student provide written confirmation of the time and date of the appointment. When excusing students for confidential medical services or verifying their appointments, District staff shall not ask the purpose of such appointments.

When students volunteer confidential medical information to a District staff member, the staff member should suggest that the student consult their

parent/guardian or another trusted adult. Information obtained shall be handled in the manner prescribed by Board Policy F-2600(a).

3. **Athletic Events, Music Groups, Speech Groups, School District Business, Etc.**

- a. **Activity sponsor** completes “Request for Student Participation, One-Day or Seasonal Activity” (E.4.); obtains signature of principal or designee; and sends form home with student.
- b. **Parent** completes appropriate section; returns form via student to sponsor, who forwards to attendance office for filing.
- c. **Activity sponsor**
 - (1) Completes one copy of “Excuse from Class” (E.5.) for each student who will miss a class because of activity; sends forms to principal’s designee for signature.
 - (2) Obtains signed excuse forms from principal’s designee; distributes to students, who obtain signature of *each* teacher whose class will be missed and return completed forms to sponsor.
 - (3) Sends signed excuse forms to attendance office for filing with completed “Request for Student Participation” forms (E.4.).

Note: In lieu of using an “Excuse from Class” form, some schools provide for daily bulletin to list participants, or refer to a previously distributed list.

When conducting off campus district business, i.e., ASB, Yearbook, etc., student must have signed "Excuse from Class" in his/her possession while off campus.

4. **Early Schedule, Work Experience, or Shortened-Day Program.** Parental consent is *required* for shortened day and work experience programs; some schools provide early-leaving passes or indicate early dismissal on school identification card.

SUBJECT: **Leaving School Grounds, Secondary, 6-12**

NO: **6156**

PAGE: **5 OF 5**

EFFECTIVE: **1-29-62**

REVISED: **4-26-10**

E. FORMS AND AUXILIARY REFERENCES

1. School Registration Card, Secondary, Stock Item 22-S-1575
2. Absence Excuse for Parent's Signature, Secondary, Stock Item 22-A-0300
3. Admit Card, Secondary, Stock Item 22-A-1250
4. Request for Student Participation, One-Day or Seasonal Activity, Stock Item 22-P-0299
5. Excuse from Class, Secondary, Stock Item 22-E-9450

F. REPORTS AND RECORDS

G. APPROVED BY

A handwritten signature in black ink, appearing to be 'M. H. A.', written over a horizontal line.

General Counsel, Legal Services
For the Superintendent of Schools