



Pacifica School District

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Preparing Students for an Evolving World

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MEMORANDUM

Integrated Services and Human Resources

Meeting of: 06/07/17

TO: Wendy S. Tukloff, Ed.D., Superintendent
For Board of Trustees

FROM: Ray Avila, Associate Superintendent

SUBJECT: Board Policy and Administrative Regulation (BP/AR) 5113: Absences and Excuses
First Reading

Background

The attached Board Policy and Administrative Regulation (BP/AR) 5113: Absences and Excuses were brought to the Board on May 17, 2017 for First Reading with other Manual Maintenance policies. Based on discussion and need for further research, this BP/AR is being presented as a first reading again to provide the Trustees an opportunity to review and discuss the changes made.

Discussion centered around the definition in AR 5113 in relation to immediate family. The desire was to have the same definition, but were pulled so the Administrative Regulation could be revised to correspond with similar language from AR 4261.1 (in relation to employee's leave of absence) for the definition of "immediate family". Staff consulted legal counsel and has made the necessary revisions to AR 5113 to insure these two policies complement each other in terms of using the same language for the definition of "immediate family" or "family member".

It is recommended that the Trustees approve AR 5113 with the suggested revisions and the accompanying BP as is. Both are attached for review.