

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness. A computerized message will contact households in the evening informing parents that their student(s) missed one or more periods that day. The message will also notify parents of the potential consequences of additional unexcused absences.

A. Excused absences (School Day and Individual Class)

The following are valid excuses for absences and tardiness:

1. Participation in a school approved activity

1) When a teacher requires the absence of a student from another class, the teacher will assume the responsibility to clear that absence. A STUDENT'S DECISION TO MISS A CLASS TO STUDY FOR A TEST OR TO COMPLETE AN ASSIGNMENT FOR ANOTHER CLASS IS NOT APPROPRIATE. 2) For in-building events involving a few students, such as lunch-time sales and activity set-ups, the requesting teacher will communicate with sending teachers PRIOR to having students miss class. 3) For field trips involving a number of students, an attendance list (both initial and final) will be provided to all staff by the sponsoring teacher as per building field trip procedures. 4) Conferences with counselors and administrators are school approved activities.

2. Absence due to illness or health condition, family emergencies or trips, observation of established religious holidays, and court appointments:

Students fourteen years old and older who are absent from school due to testing or treatment for a sexually transmitted disease shall notify the school of their absence with a signed note of explanation, which will be kept confidential. Students thirteen years old and older may do the same for mental health, drug, or alcohol treatment, and all students have that right for family planning and abortion.

3. Pre-Arranged Absences

Pre-arranged absences are absences which are evaluated in advance. To obtain a pre-arranged absence, the student must:

- a. Get a prearranged absence form from the Attendance Office.
- b. Circulate the form among his/her teachers who will sign it and indicate to what extend the student's grade will be affected by the proposed absence.
- c. Have the parent/guardian sign the form.
- d. Return it to the Attendance Office one week prior to the absence.
- e. The Attendance Office will notify the parents/student if the absence will be excused according to the criteria above. In addition, major extenuating circumstances may be excused by an administrator through the pre-arrangement process.

Parents and students are responsible for evaluating the effect of the absence on the student's grade and progress and his/her standing with the attendance policy.

4. Absence resulting from disciplinary actions or short-term suspension are excused as required by law.

5. Absences for an extended illness or chronic health condition are excused. Please apply to the appropriate administrator or counselor.

Absences need to be verified by the parent or guardian and documented at home on a personal calendar. Parents should provide their students with a note or contact the Attendance Office by 7:00 A.M. of the day following an absence. After an absence, students are to report directly to the Attendance Office and then to class.

Assignments and/or activities not completed because of an excused absence or tardiness may be made up according to district policy. A student shall be allowed one make up day for each day of absence. Failure to punctually complete missed assignments will result in the loss of credit for those assignments. Students should note that not all types of work can be made up (special panels, guest speakers, etc.).

B. Unexcused School Day Absences

Unexcused absences fall into two categories: submitting a signed excuse which does not constitute an excused absence as defined above, or failing to submit any type of excuse statement signed by the parent, guardian, emancipated or adult student. This type of absence is also defined as truancy. School day absence is defined as non-attendance for a majority (more than half) of a school day.

1. Each unexcused absence shall be followed by a warning letter or telephone call to the parent of the student. Each written notice shall be in English or the primary language of the parent.
2. After two unexcused absences within any month, a conference shall be held between the parent, student and principal/designee.

3. Not later than the student's fifth unexcused absence in a month, the district shall enter into an agreement with the student and parents that establishes school attendance requirements.
4. No later than the seventh unexcused absence within any month or upon the tenth unexcused absence during the current school year, the district shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student, or parent and student.

A student's grade shall not be affected if no graded activity is missed during such an absence. Any work due or assigned during an unexcused absence cannot be made up for credit.

C. Class Absence Limit/Loss Of Credit

1. In any semester, when a student accumulates the equivalent loss of eleven instructional hours, excused or unexcused, in a class, the student and parent/guardian will be notified that there has been a loss of credit. The student will remain in class during this time to allow for continued learning and the right to an appeal. School-approved activities and discipline suspensions which require a student to miss class do not count as one of these eleven absences. Pre-arranged and all other absences, excused and unexcused, are included. If these eleven absences have been caused by long-term extenuating circumstances or an extended chronic health condition, the parent should directly contact the appropriate administrator.

2. Students have the right to appeal loss of credit. Each appellant must appear before the Attendance Appeals Committee to account for his/her absences, and appeal for reinstatement of credit. The Attendance Appeals Committee will thoughtfully consider the appropriateness and circumstances of each absence. The committee will notify the student of its decision within three days of the hearing. Committee decisions will not be reconsidered. Acceptable absences are those defined in district policy as excused.

If credit is denied, a "N.C." grade will be assigned if the student comes to class and is productive. A "F" grade will be assigned if the student does not come to class and act in a productive manner. A "N.C." grade will not be factored into a student G.P.A., whereas a "F" grade will be included.

Upon teacher or student request, the student may be removed from class due to disruptive or nonproductive conduct. The student will then be assigned to In-House Suspension or receive a modified schedule.

D. Tardiness

Students are expected to be in class on time. Consequences for tardiness are progressive and begin at the level of the classroom teacher. A tardy becomes an absence if the student arrives more than fifteen minutes late. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal. If counseling, parent conferencing, or disciplinary action is ineffective in changing the student's attendance behavior, he/she may be assigned to In-House Suspension or receive a modified schedule.

E. Partial Day Absence

Students who must leave the school during the school day must check out through the Attendance Office prior to leaving school providing a telephone call or note. Leaving without signing out will be cause for disciplinary action.

F. Truancy

Truancy is defined as absence without permission of parent/guardian or school personnel.