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**Excused and Unexcused Absences – 3122P**

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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 an alternative school-approved activity: To be excused, this absence must be authorized by the building administrator, with input from the affected teacher. Activities that cause a serious adverse effect upon a student's educational progress shall not be excused. In general, activities requiring regularly scheduled appointments outside of school which cause a student to miss significant portions of his or her educational program shall not be authorized as excused absences. Exceptions may only be made in cases where the building administrator and the affected teacher(s) determine that such absences will not cause a serious adverse effect on the student's educational progress or an administrator approves such absences as a form of necessary accommodation under Section 6 below.
2. Absences due to illness, health condition, family emergency, religious purposes, or court appointments: The parent is expected to notify the school office by 7:00 AM of the day following the absence or send a signed note of explanation with the student upon his/her return to school. Adult students eighteen (18) years of age or older) and emancipated students (those over sixteen (16) years of age who have been emancipated by court action) shall notify the school office of their absences with a signed note of explanation. Students fourteen (14) years old or 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 (13) years and older may do the same for mental health, drug or alcohol treatment; and all students have that right for family planning and abortion. A parent may request that a student be excused from attending school in observance of a religious holiday.
3. Pre-arranged absences are absences which are evaluated in advance. To obtain a pre-arranged absence, the student must get a pre-arranged absence form from the Attendance Office and circulate the form among his/her teachers, who will sign it and indicate to what extent the student's grade and/or progress will be affected by the proposed absence(s). The parent shall sign the form and return it to the Attendance Office one week prior to the first scheduled absence. The Attendance Office will notify the parents/student if the absence will be excused according to policy criteria. For example, in participation-type classes, the student may not be able to achieve some of the objectives of the unit of instruction as a result of absence from class. In such a case, an adverse effect on the student's educational progress may include a lower grade. Parents and students are responsible for understanding the effect of the requested absence(s) on the student's grade and his/her standing. In general, however, pre-arranged absences shall not be approved if they cause a serious adverse effect on the student's educational progress, e.g., if such absences cause a loss of credit. Exceptions may only be granted in cases where an administrator approves the absences as a form of necessary accommodation under Section 6 below.
4. Absence resulting from disciplinary actions or short-term suspension: As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension shall have the right to make up assignments or exams missed during the time they are denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade.
5. Extended illness or health condition: If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.
6. Excused absence for chronic health condition: Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance or participation program.

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The student and his/her parent shall apply to the principal or counselor for an accommodation plan under Section 504 and/or request such an accommodation as part of the student's Individualized Education Program (IEP). Any input and recommendations of the student's medical provider shall be considered. A limited attendance or participation program and any other necessary attendance-related accommodation(s) shall be approved by the building 504 team or the student's IEP team. All affected staff shall then be informed of the student's needs, necessary accommodations, and/or program changes.

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 in the manner provided by the teacher. 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, or student if at least eighteen (18) years of age or legally emancipated. This type of absence is also defined as truancy. Absence is defined as non-attendance for one or more instructional hour per 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 (2) unexcused absences within any month, a conference shall be scheduled between the parent, student and principal/designee (a regularly scheduled teacher-parent conference held within thirty days of the second unexcused absence may substitute). If the parent does not attend the scheduled conference, the conference may be conducted with the student and principal/designee. At such a conference, all parties shall consider: adjusting the student's program; providing more individualized instruction; preparing the student for employment with specific vocational experience; transferring the student to another school; assisting the student to obtain supplementary services that might eliminate or ameliorate the causes of absence, or imposing other corrective actions that are deemed to be appropriate. If the parent did not attend, he/she shall be notified of the steps taken to eliminate or reduce the child's absence.
3. Not later than the student's fifth (5<sup>th</sup>) unexcused absence in a month, the district shall enter into an agreement with the student and parents that establishes school attendance requirements, or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010. Additional types of remediation such as peer counseling and/or school discipline may be attempted.
4. No later than the seventh (7<sup>th</sup>) unexcused absence within any month or upon the tenth (10) 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. The petition consists of written notification to the court alleging that:
  - a. The student has at least five (5) or more unexcused absences within any month during the current school year or ten (10) or more unexcused absences in the current school year;
  - b. Actions taken by the school district have not been successful in substantially reducing the student's absences from school; and
  - c. Court intervention and supervision are necessary to assist the school district to reduce the student's absences from school.
  - d. Additionally, the petition shall include the student's name, age, school and residence, and the names and residences of the student's parent(s).

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

**C. Attendance Requirements for Children Under Eight (8) Years of Age.**

Although compulsory attendance laws only apply to children who are at least eight (8) years of age up to eighteen (18) years of age (see policy 3121), students who are less than eight (8) years of age who have been enrolled in the district's schools are required to attend school, and their parents are responsible for ensuring that they attend. Parents who wish to withdraw their children before the children are eight (8) years old and against whom no truancy petition has been filed, may withdraw the students from school. When a student who is less than eight (8) years old has unexcused absences, the district shall do the following:

1. Notify the parent or guardian in writing or by telephone after one (1) unexcused absence in any month.
2. Request a conference with the parent or guardian and child to analyze the causes of the student's absences after two (2) unexcused absences in any month (a regularly scheduled teacher-parent conference held within thirty days of the second unexcused absence may substitute).
3. Take steps to eliminate or reduce the student's absences, including: adjusting the school program, school, course assignment; providing more individualized or remedial instruction; offering enrollment in alternative schools or programs; or assisting in obtaining supplementary services.
4. After seven (7) unexcused absences in a month, or ten (10) in a school year, the district shall file a truancy petition.

**D. Tardiness and Individual Class Absences**

Unless properly excused, students are required to be in class each assigned class period and on time. Consequences for tardiness are progressive, beginning at the level of the classroom teacher. A *tardy* becomes an *absence* if the student arrives more than fifteen (15) minutes late per instructional hour. 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 be properly checked out through the Attendance Office prior to leaving school (see 3124 and 3124P). A student's resulting absence will be deemed excused or unexcused based on the criteria set forth above. Leaving school without prior approval and without properly signing out will be cause for disciplinary action.

**F. Class Absence Limit Before Loss of High School Credit**

1. In any semester, when a high school student accumulates the equivalent loss of eleven (11) instructional hours in a class, excluding absences for religious observances, 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 a chronic health condition or other extenuating circumstances, 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

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committee will notify the student of its decision within three (3) days of the hearing. Committee decisions will not be reconsidered.

The Attendance Appeals Committee shall be composed of the following members: four (4) students, two (2) parents, two (2) teachers and one (1) administrator each serving one year terms. The committee will begin operation during the third week of the second and fourth quarters of each school year or as soon as necessary each semester. All decisions will be made by majority vote. The committee will have two (2) officers: a chairperson and a secretary. A quorum of five (5) will be necessary to conduct business. Appropriate training will be provided all members annually.

If credit is denied, a "N.C." grade will be assigned if the student comes to class and is productive. An "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 a 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.

**G. Forgery**

Any student who presents false evidence, with or without the consent of his/her parent, in order to wrongfully qualify for an excused absence shall be subject to the same corrective action that would have occurred had the false excuse not been used. In addition, corrective action for the falsehood will also be imposed.

**H. Adult and Emancipated Students**

Adult students are students eighteen (18) years of age or older. Emancipated students are students at least sixteen (16) years of age who have been emancipated by the court. Prior to the assumption of full responsibility for attendance and all other school functions by the adult or emancipated student, it is strongly recommended that a parent/student conference with an administrator be held.

**I. Conformance With State And District Regulations**

All actions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations regarding corrective action or punishment.