



## **EXCUSED AND UNEXCUSED ABSENCES**

Regular school attendance is necessary for mastery of the educational program provided to students of the District. The superintendent will administer and enforce the District's attendance policies and procedures in accordance with OSPI rules and other applicable state law.

### **Information for Student and Parents**

Upon enrollment and at the beginning of each school year, the District will inform students and their parents/guardians of the District's attendance expectations, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the District in regard to truancy, and resources available to assist the student and their parents and guardians in correcting truancy. The District will also make this information available online each year and will take reasonable steps to ensure that attendance procedures are broadly disseminated and that parents can request and be provided such information in languages in which they are fluent. Parents will be required to date and acknowledge review of this information online or in writing. Parents/guardians are responsible for ensuring the District has correct and complete contact information for their family.

### **Attendance Expectations**

Students are expected to attend all assigned classes each day. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his or her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.

At times a student may be appropriately absent from class if he or she has a valid excuse under state law or District policy. An adult student or emancipated student or parent/guardian is responsible for excusing the student's absence within five school days of the absence. Students with absences will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; except that in participation-type classes, a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

The school principal or designee has the authority to determine if an absence meets the established criteria for an excused absence. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. Parents/guardians are responsible for properly communicating with the school to excuse their student's absences in accordance with District policy.

**Students dependent pursuant to Chapter 13.34 RCW**

A school District representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with adults involved with that student. Adults includes the student's caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and/or the person providing placement for the student. The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues, and the student's unavoidable appointments that occur during the school day. The representative or staff member must proactively support the student's management of their school work.

Date Revised: 8/28/18

Cross References:

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|-------------------|--|
| Board Policy 3120 | Enrollment   |
| Board Policy 3230 | Student Privacy and Searches                           |
| Board Policy 3240 | Student Conduct, Expectations and Reasonable Sanctions |

Legal References:

|                     |   |
|---------------------|---|
| Chapter 28A.225     | Compulsory school attendance and admission                                  |
| RCW 13.34.300       | Relevance of failure to cause juvenile to attend school to neglect petition |
| Chapter 392-400-325 | Statewide definition of excused and unexcused daily absences.               |

Management Resources:

2017 - July Policy Issue  
2016 - July Issue  
2015 - June Issue  
2012 - December Issue  
2011 - December Issue  
Policy News, June 2001 More Tweaking of Becca Petitions