

EXCUSED AND UNEXCUSED ABSENCES

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

- A. Absences due to personal illness or a health condition; a religious observance; school-approved activities; appearance in court; family emergencies; and, suspensions or expulsions shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress.
- B. If an absence is excused, the student shall 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.
- C. An excused absence shall be verified by the parent, adult, emancipated or appropriately aged student, or school authority responsible for the absence.
- D. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused may experience the consequences of his/her absence. A student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- E. The school shall notify a student's parent or guardian in writing or by telephone after one unexcused absence within any month during the current school year. The notification shall include the potential consequences of additional unexcused absences. A conference with the parent or guardian shall be held after two unexcused absences within any month during the current school year.

A conference shall be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent shall be notified of the steps the district has decided to take to reduce the student's absences.

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, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

If such action is not successful, 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 no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

The superintendent will enforce the district's attendance policies and will develop procedures relating to student attendance.

Cross References: Board Policy	3241	Corrective Actions and Punishment
	3230	Student Privacy
Legal References: RCW 13.34.300		Failure to cause juvenile to attend school as evidence under neglect petition
	28A.225	Compulsory School Attendance
	WAC 180-16-215 (4)	Minimum 180 school day year--Five day flexibility--Students graduating from high school
	392-400-235	Discipline--Conditions and limitations
	392-400-260	Long-term suspension--Conditions and limitations

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