

## **Attendance –SOTA Students**

- 1. Parent and/or guardian please call 253.571.7900 to report and excuse an absence.**
- 2. If no phone call, please send written note to excuse absence within 48 hours.**
- 3. Failure to report absences will result in unexcused absence and possible truancy procedures.**

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Attendance Office: (253) 571-7900

Good attendance is of the greatest importance for a student's academic and occupational success. While responsibility for attendance lies with the student, we are rallying together to promote the importance of attending school on a daily basis. Most classroom experiences cannot be duplicated on an individual basis; an absent student loses the experience of lecture, discussion and participation forever. If a student misses 2 days per month, their likelihood of graduating drops to 68%. Let's all work together to help promote daily attendance for all students.

Please contact your student's Mentor teacher, SOTA's social worker, or administration if you would like assistance in finding ways to encourage your student to come to school on a daily basis. We are all in this together!

### **EXCUSED ABSENCES**

An absence excused for personal illness or injury, serious family illness, quarantine, death in the family, or absences which are due to extraordinary or unusual circumstances, after the parent/guardian provides notification of the dates and reasons for the missed days. Suspension from school is an excused absence. Court appearance, religious observance and school-related field trips are also excused absences. It shall be the responsibility of the parent and/or student to schedule medical, dental, or legal appointments during non-school hours whenever possible. However, if attending a medical appointment, bring verification from the medical provider. Excused absences shall not be permitted if deemed to cause a serious adverse effect upon the student's educational progress. (RCW 28A.225.010 (d)) Certain educational experiences are unique and it may not be possible to replicate them. An alternative assignment of equal value may be provided if possible. Within reason, make up work will be provided by the

teacher for an excused absence at the request of the student or parent/guardian.

Excused absences shall require notification from the parent or guardian by phone (253) 571-7900) or written note within 48 hours of the student's return to school. Please give the following information: Student's name, dates of absences, reason for absences, and parent/guardian signature (if note).

### **UNEXCUSED ABSENCES (TRUANCY)**

Students are expected to attend mentor group, showcases, class breakout meetings, and all scheduled classes or events each day. A student whose absence is not excused shall experience the school consequences of his/her unexcused absence, and truancy procedures will proceed. A student is considered truant if he/she misses any part of period, a whole period, or all or part of a school day without the school's permission and without the parent's prior knowledge. Warning letters, truancy conferences and court petitions will take place if a student is truant.

### **LATE ARRIVAL/EARLY DISMISSAL**

Because schools are held liable for student safety, any time a student arrives late to school or leaves early from school, he/she must clear through the main office. To excuse a late arrival/tardy or early dismissal, the guardian or parent must call or send a note to the Main Office on the day of the late arrival (tardy) or early dismissal. Students will receive an Early Dismissal form from the office and show the teacher. Students may not leave campus or any school event without prior approval. Students who do not check out properly, will be considered both truant and off-campus.

### **TARDIES**

It is vital to a good education that students are in class on time. A student will be marked as tardy if he/she arrives at the instructional space after class begins. Excessive tardiness will be cause for intervention with student and family. Teacher will notify parents/students if additional tardy expectations are in place. Tardiness may negatively affect the student's grade in a particular class. A student who arrives 15 or more minutes after class begins is considered absent rather than tardy. If a student is 15 minutes late to a class three times, they have missed 45 minutes of instruction that they will never get back.

### **EXCUSED ABSENCE PATTERN**

Doctor's notes may be required if a student does not attend school regularly. A parent

conference with the student, counselor, and an administrator may also be schedule to develop an Attendance Contract.

### **MAKE UP WORK**

It is the responsibility of the student to timely request make up work from each teacher regarding work missed during an excused absence. Parents may contact the school on the student's THIRD consecutive day of excused absences to request makeup work.