

### **EXCUSED AND UNEXCUSED ABSENCES**

Students are expected to attend all assigned classes each day. Teachers will keep a record of absence and tardiness.

#### **Excused Absences**

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

A. The following are valid excuses for absences:

1. Participation in a district or school-approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
3. Family emergency, including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

- B. If an absence is excused, the student 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.
- C. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student; or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

### **Unexcused Absences**

- A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
- B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/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.
- C. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification shall include the potential consequences of additional unexcused absences.
- D. A conference with the parent or guardian shall be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. 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.
- E. Not later than the student's fifth unexcused absence in a month the district will 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.
- F. If such action is not successful, the district will 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.

- G. All suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition.

The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures shall be disseminated broadly and made available to parents and students annually.

---

|                   |                 |      |   |
|-------------------|-----------------|------|---|
| Cross References: | Board Policy    | 3230 | Student Privacy   |
|                   |                 | 3200 | Student Rights & Responsibilities   |
| Legal References: | RCW 13.34.300   |      | Relevance of failure to cause<br>juvenile to attend school to<br>neglect petition |
|                   | 28A.225         |      | Compulsory School Attendance  |
|                   | WAC 392-400-235 |      | Discipline--Conditions and<br>limitations   |
|                   | 392-400-260     |      | Long-term suspension--Conditions<br>and limitations                               |

Adoption Date: 10/02/95  
Revised: 05/07/96  
08/05/97  
11/15/00  
04/23/13

## **EXCUSED AND UNEXCUSED ABSENCES**

Students are expected to attend all assigned classes each day. Teachers and school staff will keep a record of absence and tardiness, including documentation of students' excused absences.

### **Excused Absences**

The following are valid excuses for absences and tardiness. 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. Participation in school-approved activity or instructional program. To be excused, this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- B. Absence due to: illness; health condition; medical appointment; family emergency; religious purposes; court, judicial proceeding or serving on a jury; post-secondary, technical school or apprenticeship program visitation, or scholarship interview; state-recognized search and rescue activities consistent with RCW 28A.225.055, and directly related to the student's homeless status.

When possible, the parent/guardian is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school. Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) will notify the school office of their absences with a signed note of explanation. Students fourteen 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 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/guardian may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student will be allowed one makeup day for each day of absence.

- C. Absence for parental-approved activities. This category of absence shall be counted as excused for purposes agreed to by the principal and the parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education

classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent- or guardian-approved absence would have an adverse effect on the student's educational progress, which would ultimately be reflected in the grade for such a course. A student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.

- D. Students who exceed twenty (20) excused absences in a school year may be subject to school-based interventions for these absences, and may be subject to a truancy petition on the basis that excessive excused absences have a serious adverse effect on students' academic progress.
- E. 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 will have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments will be a substantial lowering of the course grade.
- F. Extended illness or health condition. If a student is confined to home or hospital for an extended period, the school will 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.
- G. Excused absence for chronic health condition. Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent/guardian will apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program shall be approved by the principal. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.

### **Unexcused Absences**

Unexcused absences fall into two categories:

- A. Submitting a signed excuse which does not constitute an excused absence as defined previously; or
- B. Failing to submit any type of excuse statement signed by the parent, guardian or adult student.

1. Each unexcused absence will be followed by a warning letter to the parent/guardian of the student. Each notice shall be in writing in English or in the primary language of the parent to the extent feasible. A student's grade will not be affected if no graded activity is missed during such an absence.
2. After two unexcused absences within any month a conference shall be held between the parent, student and principal. At such a conference the principal, student and parent will consider:
  - a. Adjusting the student's program;
  - b. Providing more individualized instruction; preparing the student for employment with specific vocational experience or both;
  - c. Transferring the student to another school;
  - d. Assisting the student to obtain supplementary services that might eliminate or ameliorate the causes of absence or,
  - e. Imposing other corrective actions that are deemed to be appropriate.

Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents/guardians that establishes school attendance requirements, refers 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.

3. If the above action fails to correct the attendance problem, the student shall be declared a habitual absentee. The principal will interview the student and his/her family and prescribe corrective action which may include suspension for the current semester and expulsion.

The following truancy petition procedure will only apply to students under the age of seventeen: 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 district will 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 unexcused absences in the current school year. While petitions must be filed if the student has seven or more unexcused absences within any month during the current school year or ten or more unexcused absences in the current school year, ~~but~~ a petition may be filed earlier. In addition, unexcused absences accumulated in another school or school district shall be counted when preparing the petition.
- b. Attesting that actions 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. Additionally, the petition will include the student's name, date of birth, school, address, gender, race and ethnicity; and the names and addresses of the student's parents/guardians, whether the student and parent are fluent in English, whether there is an existing individualized education program (IEP) and the student's current academic status in school. The petition must include facts that support the allegations made in the petition, must generally request relief available under the statute, and must describe what the court might order. Petitions may be served by certified mail, return receipt requested, but if such service is unsuccessful, personal service is required. At the district's choice, it may be represented by a person who is not an attorney at hearings related to truancy petitions.
  - d. If the allegations in the petition are established by a preponderance of the evidence, the court shall grant the petition and enter an order assuming jurisdiction to intervene for a period of time determined by the court, after considering the facts alleged in the petition and the circumstances of the student, to most likely cause the student to return to and remain in school while the student is subject to the court's jurisdiction.
  - e. If the court assumes jurisdiction, the school district shall periodically report to the court any additional unexcused absences by the student, actions taken by the school district, and an update on the student's academic status in school at a schedule specified by the court. The first report must be received no later than three (3) months from the date that the court assumes jurisdiction.
4. A student who has been expelled for attendance violations may petition the superintendent for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.
5. 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.
6. Students six or seven years of age, who have been enrolled in the district 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 years old and against whom no truancy petition has been filed, may withdraw the students from school. When a six or seven year old student has unexcused absences, the district shall do the following;
  - a. Notify the parent or guardian in writing or by telephone after one unexcused absence in any month.

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

Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student will be referred to the principal or counselor. If counseling, parent conferencing or disciplinary action is ineffective in changing the student's attendance behavior, he/she may be suspended from the class.

All sanctions 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.

Revised: 08/05/97  
08/10/99  
08-14-01  
09/05/01  
04/23/13