

CASCADE HIGH SCHOOL

Attendance Policies

Welcome to the 2016-2017 school year.

Please read the information below so you are aware of how attendance is taken at the high school level as it differs from elementary/middle school level.

Lisa Haines, Attendance Secretary
(425) 385-6004

To excuse an absence or tardy,
please use the following e-mail address: chsattendance@everettsd.org

1) Written notes are required to excuse a student's absence from school.

A written note can be in the form of an email to chsattendance@everettsd.org or fax (425) 385-6002. **Phone calls or voice mails will not excuse an absence or tardy.**

Students are required to sign in and sign out of the Attendance Office. If a student is late to school, even if it is during passing time or lunch time, they are required to come to the Attendance Office to sign in and receive a pass to class.

Students are not allowed to leave school or meet a parent in the parking lot. For safety reasons, parents/guardians on record must come into the Attendance Office to sign their students out.

If a student leaves school without permission and without signing out in the Attendance Office, their absences will remain **unexcused**.

Do NOT text or call your student during class to have them leave. Teachers do not allow students to leave unless the Attendance Office calls to authorize it.

2) Students must turn in their notes to excuse previous absences, early dismissals, bus notes, written by a parent, by 10:00 a.m. in the morning. If your student forgets to turn in their absence note, they are welcomed and encouraged to bring it the next morning.

3) Notes must be turned in within 48 hours after a student returns back to school, not including holidays or weekends, in order to have the absence excused. Notes turned in

past 48 hours can still be turned in; however, the absence is not excused and will be coded with *LN* for *late note*.

- 4) **IF you receive a phone call saying your student was marked absent in a class** and they say “I was there,” please contact the teacher directly about this discrepancy or have your students stop by the attendance office for a pink Attendance Correction Request slip. The student will need to take care of this with the teacher who marked them absent. The teacher is the only one that can give me permission to change an absence that is deemed a “mistake” as they are the only one who can verify if a student was in class, in the wrong seat or tardy. The 48-hour rule or before 10:00 a.m. rule does not apply for fixing these mistakes.

- 5) If your student is out of school **over 5 days due to illness, a doctor’s note is required to excuse the absence**. Homework can be requested for students out sick over 3 days. Please be aware that we have to give the teachers 24 hours to collect this. You are welcome to email teachers directly to request schoolwork.

- 6) **Pre-Arranged absence:** If your student is going to be out of school due to vacations, surgeries, tournaments, appointments, etc., a pre-arranged absence form is required. These forms are found on-line or in the attendance office. This must be filled out by the student and teachers and then signed by parent, student and principal and turned in at least 48 hours prior to the student’s absence.

- 7) **PLEASE know what time your student has lunch or is in a PE class. It is *not possible to find your student during lunch and extremely difficult to find them during PE***. If you have to pick them up during either of these times, please send a note with your student asking for them to be dismissed at a certain time. Your student will bring that note to the attendance office before school begins to pick up a pass that will allow them to meet you at the attendance office at the time specified.

- 8) **Students must sign in and out of the attendance office** if they arrive late or leave campus early.

- 9) **Please remember that if your student missed the bus, overslept or is running late, or had car trouble the absence WILL NOT be excused.**

- 10) **The following are valid and acceptable excuses per the Everett School District Attendance Policy:**
 - Illness
 - Appointment
 - Emergency (unavoidable true emergency)
 - Religious Observance
 - Funeral