



ATTENDANCE-School Board Policy 3122

Attendance procedures for high school students in Everett Public Schools are governed by the principles outlined in Everett Public Schools Board Policy 3122 and in state law. Attendance and participation in class are essential to students learning to the highest of standards and graduating on time. Our data shows that poor attendance significantly reduces the possibility of learning the core objectives of the course and earning credit. Therefore, it is essential that parents/guardians and students minimize absences. It is also essential that when an absence cannot be avoided that students complete in a timely manner the assignments necessary to demonstrate achievement of the class objectives.

Definitions

Absences: Failure to attend class. Everett Public Schools views any absence as a time when a student is 5 minutes or more late to class or leaves 5 minutes or more early. A full day absence is defined as a student failing to attend the majority of hours or periods in that student's average school day of seat-time classes (50% or greater of the day unattended).

Early Release: A signed parent or legal guardian note with the reason and time the student needs to leave campus early must be submitted to the attendance office in the morning. The student will receive an early release slip to show their teacher. Students must sign out in the main attendance office before leaving campus. If returning, the student must sign back in at the attendance office.

Excused Absence: Absences for which there is parent/guardian documentation excusing the absence(s). Everett Public Schools expects that when a student is not in class either a staff member has excused the student or parents/guardians are aware and have given permission for one of the district-approved reasons.

Tardies: Tardies are a discipline and safety issue and will be dealt with as such. Students are expected to be in class ready to learn when the bell rings. A student's attendance will be recorded as a period absence if the student arrives 5 minutes or more late to class or leaves 5 minutes or more early. When a student arrives late they are required to sign in with the teacher. If the lateness is excused, it is the student's responsibility to communicate this with the teacher with proper documentation.

Truancy: A student out of class without an authorized pass during class time is considered truant. As a matter of safety during the school day, it is important that all students are supervised and accounted for. Truancy (skipping class) will result in disciplinary action. Forged notes/messages will result in discipline for truancy and/or altering of records.

Unexcused Absences: Any absence from school is unexcused unless it meets one of the criteria for an excused absence. Unexcused absences fall into two categories:

1. Submitting a signed excuse which does not constitute an excused absence as defined above; or
2. Failing to submit any type of excuse statement signed by the parent/guardian.

Procedures:

1. Parents and guardians must verify absences. Approved reasons include the following: illness/health related, religious observances, family emergencies, school-related, court appearances and funerals.
2. For effective record keeping, accuracy, and verification, excused absence notes must contain ALL of the following information: **1)** student name, **2)** student ID number, **3)** date(s) of absence(s), **4)** reason for absence, **5)** phone number where note can be verified, **6)** class periods being excused and **7)** signature of parent/guardian.
3. Teachers will provide make-up or alternate assignments as necessary for students to demonstrate achievement of the class objectives whether the absences are excused or unexcused. Students are expected to complete those assignments within a reasonable time period.
4. When teachers include participation/attendance as part of a grade for a course, they will state in their course syllabus how student attendance relates to the instructional goals of the course and include attendance and/or participation as a part of the grading for that course.
5. Absences, both excused and unexcused, that affect academic progress will result in interventions as determined by the school including but not limited to parent contact, parent-student-teacher conferences, and assignment of required make-up work and/or time.
6. Pre-Arranged Absences: Pre-arranging an absence is recommended whenever the parent knows in advance that a student will be absent for more than a day. Steps to pre-arranging an absence are as follows:
 - Obtain a *Pre-Arranged Absence* form from the attendance office
 - Circulate the absence form among the student's teachers for signature and for indication of what extent the student's grades may be affected
 - Obtain parent/guardian and administrator signature
 - Return the form to the Attendance Office prior to the absence

It is the collective responsibility of parents, students, and teachers to evaluate the effects of these absences on students' grades and progress, and to recognize that not all learning experiences or participation experiences can be replicated in an alternate assignment.

Reporting an Absence:

For excused absences, we will require a completed note signed by the student's parent or legal guardian WITHIN TWO SCHOOL DAYS of the student's return. An email from the guardian is OK if all the information below is provided. Handwritten notes may be turned in to the attendance office or faxed to (425) 385-7077. Absences will be recorded as unexcused if appropriate documentation is not received.

The following are absences that may be excused with a parent/guardian-signed verification note

- **Illness/health related issue**
- **Family emergency/crisis/funeral**
- **Religious holiday**
- **Court date**
- **State recognized search & rescue**

*The following must be **pre-arranged** for a student to be authorized to leave campus:*

- **Post-secondary, technical school, or apprenticeship program visit**
- **Family trips/vacations**
- **Routine health care appointments**
- **School-initiated activities**

For effective record keeping, accuracy, and verification, excused absence notes must contain ALL of the following information: **1)** student name, **2)** student ID number, **3)** date(s) of absence(s), **4)** reason for absence, **5)** phone number where note can be verified, **6)** class periods being excused and **7)** signature of parent/guardian.

Excused Absence Note forms may be picked up at the Attendance Office or downloaded and printed from the school's website at <http://www.everettsd.org/jacksonhigh>

H.M. Jackson High School EXCUSED ABSENCE NOTE	
Student name (last, first):	
Student ID number:	
Date(s) of absence(s):	
Class period(s) being excused:	
Phone number where note can be verified:	
Reason for absence:	
Signature of parent/guardian:	

Make-up Procedures:

If you have an excused absence, you must see your teachers immediately upon your return to school to determine make-up work and their deadlines. At a minimum, students will have an equal number of school days to make up the work as for which they were absent. Additional makeup time may be provided at the discretion of the teacher of each respective class. **Schoolwork missed due to truancy or other unexcused absence** is considered late and will result in discipline and reduction of credit. This includes homework, quizzes, tests, projects, labs, presentations.

Attendance Record Access:

Student attendance and grade information is available to students and their parents/guardians online through the Learning Management System (LMS): <http://www.everettsd.org/Page/4701>. Students and parents may also request a printout of the student's current attendance record from the Attendance Office secretary.

Truancy (BECCA) Petitions

In order to keep students in school, the Washington State Compulsory Attendance Law requires schools to file a petition with the courts when students have reached seven unexcused absences in one month, ten within the current school year, or when excessive excused absences are having profound effects on the student's academic achievement (RCW 28A.225.010).