

Attendance at Gateway



Gateway Middle School
15404 Silver Firs Drive
Everett, WA 98208
425-385-6600

Requesting Work

If your student is absent you may request classwork and/or homework by sending an email to your student's teacher. **Please allow 24 hours for assignments to be sent to the main office for pick up.** Your student may also request work when he/she returns. There will be extra time allotted to make up school work and homework (students have the responsibility to find out what work was missed while they were gone). Students will be expected to make up all missed assignments, including P.E.

Reporting Attendance at Gateway

The easiest way to excuse your students absence is to go to the Gateway Middle School website and look for the link under Attendance Reporting Policy. Our attendance email is GWYAttendance@everettsd.org.

Absences may also be excused by sending a note with your student to deliver to the office when he/she returns to school. Please be sure to include the following: students first and last name, student ID number, the reason for the absence, parent/guardian name and signature, as well as a phone number where the note can be verified. Per district procedure 3122P, absences must be excused within 30 calendar days, or the absence will remain unexcused.

Please visit the Gateway Middle School website and click on the Attendance Reporting Policy link to familiarize yourself with the changes in the District Attendance Policy 3122P.

Gateway Family Vacation Procedure

Everett Public Schools' attendance policy 3122P states that "...students are expected to attend all assigned classes each day on time. It is recognized that there are rare occasions that necessitate a late arrival, early departure or legitimate excused student absence...Determination as to whether an absence is a tardy, excused or unexcused absence is made by the school in accordance with law and policy. The role of the parent or guardian is to ensure that his/her children attend school and to verify that the student's absence was for an excusable reason."

Families are discouraged from scheduling vacations or travel while school is in session; however, we understand there are exceptional circumstances that, on rare occasion, preclude families from being able to avoid pulling students out of class. For example, a family event that you do not have control over. We consider this when reviewing absences to determine if the absence will be excused in accordance with procedure 3122P. If a family vacation or travel must occur while school is in session, the principal or designee may excuse up to five (5) school days for a prearranged absence per student each school year. Each additional day will be marked unexcused and a BECCA petition will be filed with the juvenile courts when the unexcused absences number ten (10) in a year or seven (7) in a month. Assignments requested for a prearranged absence may be provided to the student if requested five (5) school days prior to the absence. However, teachers will not create supplemental instructional activities to compensate for the time your student is away from classes. Upon his or her return to class, a student will inevitably be behind in the course because they have missed instructional experiences that cannot be replicated outside of the classroom setting.

Chronic Excused Absences

Chronic absenteeism is defined as missing more than 10% of school for any reason. We appreciate you understanding that your student's education is our highest priority, and we would like him or her to attend regularly, every day, in order to maximize his or her learning opportunities at Gateway.

Everett Public Schools Absence Procedure 3122P

Excused Absences (including but not limited too):

1. Illness, health condition or medical appointment for the student.
2. Family emergency including, but not limited to, a death or illness in the family.
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction.
4. Absence directly related to the student's homeless or foster care/dependency status.
5. Absences related to deployment activities of a parent or legal guardian who is an active duty member.
6. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107.
7. Absences due to student safety concerns, including absences related to threats, assaults, or bullying.

A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence. The parent/guardian is expected to contact their student's school attendance office in writing or by phone to provide an explanation for a student absence within thirty (30) calendar days from the date of the absence.

Unexcused Absences:

Any absence from school is unexcused unless it meets one of the criteria for an excused absence set forth above (WAC 392-401-020). Unexcused absences occur when:

1. The parent/guardian submits a reason for an absence that does not constitute an excused absence as defined by the district policy.
2. The parent/guardian fails to submit any type of excuse statement, whether by phone, fax, email or in writing, for an absence.
3. The parent/guardian submits an excuse statement more than thirty (30) calendar days after the absence.

At the middle and high school level, if the student arrives late to class or leaves early they will be marked as tardy. A tardy becomes a period absence if the student has missed 50% or more of the instructional minutes of the period. A full day absence is defined as a student missing 50% or more of their scheduled school day; or 4 or more periods.

After three (3) unexcused absences within any month of the current school year, a conference will be held between the principal or designee, parent/guardian, and student to analyze the causes of the student's absenteeism. At some point after the second and before the fifth unexcused absence, the district will take data-informed steps to eliminate or reduce the student's absences. In middle school and high school, these steps will include application of the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment by the district's designated employee.

Tardies

Regular and prompt school attendance is essential for continued student progress and school success. When a student is not in their class by 8:10 am. he/she is considered tardy. He/she must sign in at the attendance office and receive a pass before going to class. As per district procedure 3122P, a student's attendance will be recorded as a period absence if the student misses more than 50% of the period. If the parent/guardian is unable to email the Gateway Attendance email address and provide the reason for their students tardy, the student must bring a note signed by the parent upon returning to school stating dates and/or periods missed and the reason for their tardy. An automated calling system will attempt to contact parents by phone and/or e-mail if contact has not been made by the parent/guardian prior to 10:00 a.m. on the day of the student's absence. A reason for an unexcused absence and/or tardy must be provided within 30 days of the absence or it will not be excused per EPS Procedure 3122P.

Early Dismissals

We believe regular, consistent, timely attendance is essential to school success, student learning and future employment habits. It is recognized that there are rare occasions that necessitate early departure such as a doctors or dental appointments or emergency situations. To pre-arrange an early dismissal, students need to come to the Attendance Office before school or at lunch with a signed note from their parent/guardian indicating the date and time for early dismissal to receive an early dismissal slip. To dismiss a student early, a parent or guardian must check in with the attendance office to sign the student out of school. Students will be released only to the parent/guardian or to any emergency contacts listed on the student's contact list. A picture ID is required when checking your student out each and every time they are leaving early.

Please help us by sending a note with your student or an email to the attendance email at GWYattendance@everettsd.org if your student needs to leave early for any reason. This will help the office get your student out in a timely manner especially if they are at lunch or in PE.