

STUDENTS

Attendance

Regular, consistent, timely attendance is essential to school success, student learning and future employment habits. Life-long attendance behaviors begin with entry into school at the pre-school or kindergarten level, and continue through middle school and into high school until the student graduates. When students arrive in the classroom, it is expected that they will immediately begin to prepare for the start of the day or the period, and be ready to engage in the learning process when the school day or period officially begins.

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. Teachers will keep a record of student absences and tardiness. 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.

It shall be the responsibility of principals and certificated staff to enforce the district's attendance policies and procedures. The attendance policy and procedure will annually be distributed and made available to parents/guardians.

Cross References: Procedure 3122P Attendance

Board Policy 3230 Student Privacy

Board Policy 3300 Corrective Actions or Punishment

Legal References: RCW 13.34.300 Relevance of failure to cause juvenile to attend school to neglect petition

RCW 28A.150.220 Basic education—Minimum instructional requirements—Program accessibility—Rules

RCW 28A.225 Compulsory school attendance and admission

WAC 392-400-235 Discipline—Conditions and limitations

WAC 392-400-245 Short-term suspension—Conditions and limitations

WAC 392-400-260 Long-term suspension—Conditions and limitations

WAC 392-400-275 Expulsion—Conditions and limitations

OSPI Memorandum No. 052-11M Unexcused Absence Definition

Adopted: <u>November 21, 1980</u>	Updated: <u>September 2006</u>
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