

Stanwood Camano School District #401

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INSTRUCTIONAL SERVICES

Lloy Schaaf

Assistant Superintendent of Teaching and Learning

MEMORANDUM

To: Stanwood-Camano School Board of Directors

Fr: Lloy Schaaf, Ed.D.

Re: Approval of the Second Reading/Adoption of Revised Policy 3122

Date: September 5, 2017

Attached, please find the second reading/adoption of revised Student Policy 3122, attendance.

District officials who are responsible for components of the policy have reviewed this document.

RECOMMENDATION: That the Board approves the Second Reading/Adoption of Revised Student Policy 3122, attendance.

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. Upon enrollment and at the beginning of each school year, the district shall inform students and their parents/guardians of attendance expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents/guardians in correcting truancy. The district will make this information available online or, upon parent request, in writing. The district will make reasonable efforts to enable parents to request and receive this information in a language they can understand. Parents will be required to date and acknowledge review of this information either online or in writing at the time of enrollment and at the beginning of each school year.

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.

Cross References:	<u>Procedure 3122P</u>	Attendance
	<u>Board Policy 3230</u>	Student Privacy
	<u>Board Policy 3240</u>	Student Conduct Expectations and Sanctions
	<u>Board Policy 3300</u>	Corrective Action
	<u>Board Policy 3441</u>	Release of Student during the School Day
	<u>Board Policy 3441P</u>	Release of Student during the School Day
Legal references:	<u>RCW 13.34.300</u>	Relevance of failure to cause juvenile to attend school to neglect petition
	<u>RCW 28A.150.220</u>	Basic education – Minimum instructional Requirements – Program accessibility-Rules
	<u>RCW 28A.225</u>	Compulsory school attendance and admission
	<u>WAC 392-400-325</u>	Statewide definition of excused and unexcused daily absences
	<u>OSPI Memorandum No. M052-11 Unexcused Absence Definition</u>	

Adoption Date: 06.03.03
Revised Date: 08.15.17
Stanwood-Camano School District

EXCUSED AND UNEXCUSED ABSENCES

Students are expected to attend all assigned classes each day. Teachers shall 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. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

- A. Absences due to illness or a health condition; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short term suspensions shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. A student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property, or involves the school to any degree.
- B. If an absence is excused, the student shall 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 shall be verified by the parent; adult, emancipated or appropriately aged student; or school authority responsible for the absence. 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.
- D. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the consequences of his/her absence. A student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- E. The school shall 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. 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 shall 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.

Not later than the student's fifth unexcused absence in a month the district shall 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.

If such action is not successful, the district shall 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.

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

~~The superintendent shall 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 3241	Student Privacy Classroom Management, Corrective Actions or Punishment
Legal References:	RCW 13.34.300 28A.225 WAC 180-16-215(4) 392-400-235 392-400-260	Failure to cause juvenile to attend school as evidence under neglect petition Compulsory School Attendance Minimum 180 school day year — Five day flexibility — Students graduating from high school Discipline — Conditions and limitations Long-term suspension — Conditions and limitations
Management Resources:	<i>Policy News</i> , June 2001	More Tweaking of Becca Petitions