

## ATTENDANCE POLICY

### Policy 3122

The Thorp School District believes regular attendance is important. Lifetime habits of promptness, reliability, honesty, and dependability are being formed now. Attendance and participation in class activities are vital to the learning process and are part of a student's grade. Tests, homework, and assignments are only some of the criteria for earning credit. It is very important that students be in school every day. Student absences, which hinder mastery, achievement, and participation, may be reflected in lower course grades, possible failure, or loss of credit.

In order to ensure good attendance, limits have been established on absenteeism, whether excused or unexcused. To earn credit, a student is expected to attend at least 90 percent of class sessions during each semester. All days, including excused absences, pre-arranged absences, unexcused absences and school suspensions, will figure against the standards. In order to implement this policy:

1. Teachers will give students a statement outlining the attendance participation standard for each class at the beginning of the year.
2. When there are seven (7) days of absence from class or when absences impair the student's progress, the teacher will hold a conference with the student. A notice signed by the student and teacher will be given to the Assistant Principal and a copy will be sent home to the parents.
3. When absences exceed ten (10) days total per semester, the student will be notified by the teacher that he/she may no longer receive credit for the class in which he/she is enrolled. A notice will be sent home to the parents by the teacher prior to giving an "F" grade.
4. The student and/or parent will have the right to request an extension by meeting with the Attendance Review Board. Extended illness, pre-arranged absences, and other situations may be considered by the Attendance Review Board.

#### **There are two types of absences recognized by the Thorp School District:**

**Excused Absences:** Includes personal illness, serious illness or death in the immediate family, medical/dental appointments, court appearances, funerals, or other reasons recognized by the Superintendent. Work may be made up for full credit and faculty assistance will be available if needed. **Parents are asked to call the school by 9:00 a.m. if their child is going to be absent. If a parent/guardian does not contact the school office regarding a student's absence, that student's absence will be unexcused.**

**Pre-Arranged Absences:** Students may be released for activities not sponsored by the school if a written request for release is sent by parents at least 24 hours in advance of the absence. Assignments must be obtained before the absence and will be given full credit.

**Unexcused Absences:** The district is released of all responsibility to the student when the absence is for skipping, leaving school without checking out in the office, or failure to bring an excuse within three days of the absence, or any absence other than an excused absence. An unexcused absence will result in a student/administrator conference, parent notification, and/or student detention. The amount of detention will depend on the length of the unexcused absence. (Usually, the time for detention will match the number of hours of the unexcused absence.)

Further unexcused absences will result in disciplinary consequences and referral to the Attendance Review Board for a conference and recommendation. Five (5) or more unexcused absences in a month or ten (10) unexcused absences in a year will result in the district filing a petition with the juvenile court per RCW 28A.225.03, also known as the BECCA BILL. Failure to improve the situation can lead to suspension or expulsion from school.