

# ATTENDANCE

Students need to be present on a daily basis to fully support their academic success. Regular attendance also has the cumulative effect of establishing lifelong positive traits including responsibility, determination, and respect for rules of society that are critical for developing career readiness skills, ensuring success in college, and achieving life goals. Bottom line: students who attend school regularly are engaged in high levels of learning through student/teacher discourse, collaboration with peers, immediate feedback from teachers, support for re-learning material, extension/enrichment opportunities and have access to embedded social and emotional support from the school.

In order to maximize accurate records, teachers are responsible for taking attendance at Wenatchee High School.

## **Excusing an absence or tardy**

Students who do not attend school will remain unexcused until the office is provided an acceptable excuse by parent/guardian or school authority. Parents/guardians have 48 hours (2 school days) to excuse an absence if it meets acceptable criteria.

- **Text a message to 509-663-8117 (preferred option)**
- Email [whsattendance@wenatcheeschools.org](mailto:whsattendance@wenatcheeschools.org) or text (509-663-8117) the attendance office directly with the date(s) & reason for absence(s) (most efficient option).
- Write a note with date(s) & reason for absence(s) and turn in to the attendance office.
- Call the attendance office for midday appointments and excusals only.
- Unacceptable reasons will not be excused and will be noted as "Not Excused".

## **Valid Excused Absences**

- Participation in a district or school approved activity.
- Illness, health, condition or medical appointment for student in question. After 5 days of excused absence for illness, a doctor's note is required.
- Family emergency
- Observance of a religious or cultural holiday
- Court
- Post-secondary visitation or scholarship interview
- Absence directly related to student homeless status
- School Discipline or corrective action
- Principal and parent/guardian agreed upon activity. May be denied by an administrator if absence causes a serious adverse effect on the student's educational progress.

## **Mid-day Check out Process**

If a student has an appointment mid-day either:

- Arrange ahead of time if possible by one of the above methods OR
- Call the attendance or Main Office and a secretary will help to locate the student and call them from class.

Once students have arrived on campus, students are expected to attend all classes on time. Absences or tardies that take place midday cannot be excused after the fact (i.e. excusing an absence from 2nd period the day after the absence). **These types of absences WILL**

**NOT** be excused if parents/guardians do not notify the school in advance, or if students do not follow the appropriate checkout procedure.

### **Attendance Errors**

If a student believes a mistake was made, the student is responsible for talking with the teacher to get a signed note, which he/she takes to the attendance office for clearance.

### **Making up work after an excused absence**

If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established. Except 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.

### **Targeted Support for absences (by class period)**

#### **What happens with chronic absences?**

- The student will meet with a staff member to review the attendance policy. A letter will be sent home.
- The student will have a parent meeting with the grade level assistant principal.
- Student will be referred to the Chelan County Truancy Board by WSD Attendance Advocate and a meeting will be scheduled
- Student and parent will meet with administrator to review the truancy meeting action steps
- At discretion of administration:
  - Reduce schedule
  - Truancy

### **Tardies**

If a student is late to class, they must sign in at the tardy kiosks located at the attendance office, and bring the printed note to the classroom before they will be allowed to enter.

#### **What happens with tardies?**

- Student will meet with a staff member to review and sign the tardy policy
- Phone call home to notify parent
- 11th/12th grader- loss of off-campus
- Parent/guardian Meeting with Assistant Principal
- Signed attendance contract is mailed home
- At discretion of administration:
  - Reduce schedule
  - Behavior contract
  - Managed passing time
  - Other remedies as necessary