

Attendance

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absences and tardies and submit absences monthly to the Superintendent who reports monthly to OSPI.

Section I – Unexcused Absences**A. All Students**

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. Teachers may elect not to allow students to make up work missed when students' absences are unexcused. Additionally students' grades may be affected if a graded activity or assignment occurs during the period of time when students are absent.

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 30-day period during the current school year. The notification will include the potential consequences of additional unexcused absences.

A conference with the parent or guardian shall be held after two unexcused absences within a 30-day period during the current school year. 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 will be notified of the steps the district has decided to take to reduce the student's absences.

The district will designate a staff member to apply the Washington Assessment of the Risks and Needs of Students (WARNS) and, where appropriate, provide the student with best practice or research-based interventions consistent with WARNS. Corrective action may include:

- a. Adjusting schedule or assignments;
- b. Providing more individual or remedial instruction where appropriate;
- c. Referring the child to a community truancy board; and/or
- d. Assisting parent or child to obtain supplementary services that might eliminate or ameliorate the cause or causes for the absence from school.

After five unexcused absences within 30 calendar days or 10 unexcused absences in a school year, the District shall:

- a. Enter into an agreement with a student and parent that establishes school attendance requirements;
- b. Refer a student to a community truancy board, if available; or
- c. File a petition with juvenile court of Benton County.
- d. This petition may be filed by a school district employee who is not an attorney.
- e. If the above action fails to correct the attendance problem, the school administration shall file an additional petition with the juvenile court or if prior court order for attendance is in effect, file with the juvenile court a notice alleging a violation of RCW 28A.225.010 by the parent, student or parent and student.

Teachers may elect to provide students with makeup work after students have been absent. If a teacher allows for this makeup work, it shall be the responsibility of the parents and students to make arrangements with the teacher to make up missed assignments for all absences.

No later than the fifth unexcused absence within any 30-day period during the current school year or upon the tenth unexcused absence during the current school year, the school must establish an agreement with the parents and student regarding attendance requirements. A student's failure to comply with the attendance agreement may result in suspension, referral to the community truancy board, or a petition to the juvenile court.

If all previous actions are not successful, the district must file a petition 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 30-day period during the current year or upon the tenth unexcused absence during the current school year.

The District will establish a truancy board or participate in an area truancy board for the purpose of referring students prior to court intervention.

B. Secondary Students

On the first unexcused absence, parents will be contacted by the school and the student may be assigned to on-campus suspension and/or Saturday School or other corrective action.

After the second unexcused absence in one month, the student may be assigned to on-campus suspension and/or Saturday School or other corrective action until a student/parent/counselor/administrator conference can be held. In an effort to eliminate or reduce student absences, the District will take corrective action which shall include, where appropriate, adjusting the student's program of studies, school, course assignment, providing more individualized or remedial instruction, preparing the student for employment with specific vocational courses or work experience, or both, and assisting the parent or student to identify and explore supplementary services that might eliminate the cause(s) for the absences from school.

Section II – Excused Absences

A. Elementary Students

If an elementary school student has five or more excused absences in a single month during the current school year or ten or more excused absences in the current school year, the district will schedule a conference with the student and their parent(s) at a reasonably convenient time. The conference is intended to identify barriers to the student's regular attendance and to identify supports and resources so the student may regularly attend school.

The conference must include at least one school district employee, preferably a nurse, counselor, social worker, teacher or community human service provider, and may occur on the same day as the scheduled parent-teacher conference, provided it takes place within thirty days of the absences. If the student has an Individualized Education Program or a Section 504 Plan, the team that created that program must reconvene. A conference is not required if

prior notice of the excused absences was provided to the district or if a doctor's note has been provided and a plan is in place to ensure the student will not fall behind in their coursework.

In the event that excused absences impede the educational success of a student, a building administrator will initiate any of the following actions:

- a. When a student accumulates ten (10) absences in a trimester (excused and/or unexcused), the parent / guardian will be contacted and the attendance record will be reviewed.
- b. When a student accumulates fifteen (15) absences (excused and/or unexcused) a conference will be required. The conference will include the student (when appropriate), the parent, a counselor and an administrator. A plan to insure regular attendance will be written and signed by participants of the conference. If the child's parent does not attend the scheduled conference, the conference may be conducted with the student and school official. However, the parent shall be notified of the steps to be taken to eliminate or reduce the child's absence.
- c. If parent does not attend the conference or written attendance plan has not been followed by student and parent, a petition may be filed with the truancy board.

6. Conformance to regulations: All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations.

The student shall assume the responsibility to make arrangements with each teacher to make up missed assignments for all absences.

Excessive absences: Seniors. Absences occurring during a student's senior year will be monitored by the principal or his designee on a continuing basis with communication to student/parents/ guardians commencing when lack of attendance could be a factor in the successful completion of graduation requirements.

Section III. Transfers

In the case of a student who transfers from one district to another during the school year, the sending district will provide to the receiving district, together with a copy of the WARNS assessment and any interventions previously provided to the student, the most recent truancy information for that student. The information will include the online or written acknowledgment by the parent and student.

Section IV. Community Truancy Board

The district will designate and identify to the juvenile court (and update as necessary) a staff member to coordinate district efforts to address excessive absenteeism and truancy, including outreach and conferences, coordinating the MOU, establishing protocols and procedures with the court, coordinating trainings, and sharing evidence-based and culturally appropriate promising practices. The district will also identify a person within each school to serve as a contact regarding excessive absenteeism and truancy and assisting in the recruitment of community truancy board members.

The district will enter into an MOU with the juvenile court in Benton County to establish a community truancy board prior to the 2017-2018 school year.

Not later than a student's seventh unexcused absence within any month during the current school year, or a tenth unexcused absence during the current school year, if the district's attempts to substantially reduce a student's absences have not been successful and if the student is under the age of seventeen, the district will file a petition and supporting affidavit for a civil action in juvenile court.

Section V. Petition to Juvenile Court

The petition will contain the following:

1. A statement that the student has unexcused absences in the current school year;
2. An attestation that actions taken by the school district have not been successful in substantially reducing the student's absences from school;
3. A statement that court intervention and supervision are necessary to assist the school district to reduce the student's absences from school;
4. A statement that RCW 28A.225.010 has been violated by the parent, student or parent and student;
5. The student's name, date of birth, school, address, gender, race and ethnicity; and the names and addresses of the student's parents/guardians, whether the student and parent are fluent in English, whether there is an existing individualized education program (IEP) and the student's current academic status in school;
6. A list of all interventions that have been attempted, a copy of any previous truancy assessment completed by the student's current school district, the history of approved best practices intervention or research-based intervention(s) previously provided to the student by the district, and a copy of the most recent truancy information document signed by the parent and student.
7. Facts that support the above allegations.

Petitions may be served by certified mail, return receipt requested, but if such service is unsuccessful, personal service is required.