

Cape Horn-Skye Attendance Guide For Students and Families

Daily attendance is one of the most powerful predictors of school success and on-time graduation. Our goal is to have every student at school on time every day. We are asking for your help and partnership in getting your student to school every day. Whether you need to maintain your student's excellent attendance or improve future attendance, it will not only help your student be more successful this school year, but will prepare your student to do well in the future at college and at work.

Our goal is for students to miss nine (9) or fewer days during the school year. We understand students may miss some school; however, those times should be limited. Attendance is so important that each student's attendance data is transferred to his/her permanent records at the end of the school year. Attendance is also recorded on all students' transcripts. We hope the information below will help you understand our attendance policies and procedures.

Please feel welcome to contact the office if you have any questions related to attendance.

Valid Excuses for Absences per District Policy

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
3. Family emergency, including but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

Notifying the School to Excuse Absences

We miss your student when they are absent, and we value their contributions to our school. We ask you to help ensure that your student attends school regularly. If your student is going to be absent, please contact Christa Norvell at 360-954-3603 or christa.norvell@washougalsd.org and deborah.mansfield@washougalsd.org. The attendance voicemail system is available 24 hours a day, seven days a week. If prior notice is not possible, you may call, send an e-mail, or written note upon the student's return to school.

Notification shall include:

1. Name of student
2. Name and contact information of person providing the excuse and his/her relationship to the student
3. Dates of absence
4. Reason for absence (see above for list of excusable absences)

Excused Absences

In elementary school, after five excused absences in any month, or ten or more unexcused absences in the school year, the school is required to schedule a conference at a mutually agreeable time with at least one district employee. The purpose of the conference is to identify barriers and supports available to you and your student and to develop a plan for regular attendance. A conference is not required if a doctor's note has been provided or the absence was prearranged in writing and a plan was created so that your students does not fall behind academically. If your student has an Individualized Education Plan (IEP) or a 504 plan, the team that created the plan needs to reconvene.

All absences of students will require a note or personal contact (written note, phone or email) by the parent/guardian or the absence will become unexcused. Any absence not excused within three (3) days after the return of the student to school will not be excused at a later date unless approved by an administrator.

Request for Excused Planned Absence

- Extended vacations during the school year or leaving school prior to the end of the school year are highly discouraged because students missing class lose essential instruction.
- School policy allows for up to 6 days per school year to be excused for personal/family reasons with prior approval.
- The school principal (or designee) has the authority to determine if an absence meets the criteria for an excused absence. (WSD Policy 3122 and 3122 P)
- Parents and students should understand that teachers cannot possibly pre-teach the lessons nor provide make-up assignments to cover all the material that will be missed.

- WAC 392-121-108 states if a student is absent for more than 20 consecutive school days they must be unenrolled by the school, unless (a) a written agreement between the school and parent/guardian deems the absence will not cause a serious adverse effect upon the student's educational progress, or (b) the student is receiving home and/or hospital services.

A parent or guardian must request prior approval for an excused planned absence – forms are available in the school office or on the website.

Steps Taken by the District When Absences are Unexcused

Any absence from school is unexcused unless it meets one of the criteria above for an excused absence.

- Parent Notification - The school will notify the student's parent or guardian in writing or by telephone whenever the student has failed to attend school.
- Three unexcused absences in a month – When a student has three unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with the parent/guardian and student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan which may require an assessment to determine how to best meet the needs of the student and reduce absenteeism. 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.
- Not later than the student's fifth unexcused absence in a month the district will 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 will 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.

Early Pickup

An early pickup will be excused or unexcused using the same rules applied to absences.