

## **ATTENDANCE**

Attendance is absolutely critical to success in school. Furthermore, Anacortes High School considers regular attendance necessary for college and career readiness.

### **BECCA LAW AND UNEXCUSED ABSENCES**

The attendance office, administrators, and counselors will ensure that Anacortes High School complies with the WA State truancy law, RCW 28A 225 (Becca Law). The law requires parents to ensure their students attend school and to provide valid justification to the school, within 48 hours, when their student is absent. WA State law (Becca) says that school districts must report any student with 5 or more unexcused absences during a one month period or 10 for a year. The law asks that courts take jurisdiction over students who do not attend school.

### **EXCUSED ABSENCES**

Students are responsible for daily attendance in all classes. If absent, the student is responsible for submitting a note, having the parent call the attendance voice mailbox (503-1331) or e-mail within 48 hours of the absence. If no note is submitted within 48 hours, the absence will remain unexcused. The following are valid reasons for excused absences:

- Illness
- Family emergency
- Medical or dental appointments
- Religious Holidays
- Pre-arranged family trips (such trips **must be approved prior** to the trip itself)
- Other situations deemed appropriate by the administration

### **EXCUSED ABSENCE LIMIT**

If a student exceeds 10 excused absences, in a school year, a **doctor's note may be required in order for further absences to be excused**. Without a doctor's note, all absences after 10 will be counted as unexcused absences and subject to the Becca Law and Truancy court (School Board Policy 3122).

### **ATTENDANCE NOTIFICATION**

At one (1) unexcused absence in a calendar month, the school will notify the home (via a phone call). Continued absences, either excused or unexcused, will result in notification letters, phone calls, and/or conferences. After five (5) unexcused absences the school district will file a Stay Petition with the juvenile court system alerting the court to a potential truancy issue. The court will request the student and parent to attend an Engagement in Education class. After ten (10) unexcused absences the school district will file a Truancy Petition asking the court to take action that will compel the student to attend school.

### **LEAVING SCHOOL EARLY**

Leaving school for appointments or illness during the school day **requires** that students sign out at the attendance office **before leaving**. If students do not sign-out **AND** submit an excuse to leave, the absence will be considered unexcused.

### **MAKE-UP WORK AND HOMEWORK REQUESTS**

Students have the right to make up work after an excused absence. It is the student's responsibility to get make-up assignments in a timely manner. **Teachers are not required to allow students to make up work for unexcused absences.**

Homework requests are available, with 24 hours notification, for students who will be absent for 3 or more days. Students and Parents are encouraged to e-mail or call teachers directly for homework requests for 1 or 2 days of absence.

### **OFF CAMPUS PASSES**

Seniors and Juniors in good standing are eligible for Off-Campus Lunch Passes. Students must return the application with parent approval to be eligible. Once approved, students must carry their ASB card containing off-

campus sticker with him/her whenever leaving campus, and must show it upon request of a staff member. Students forgetting their ASB card will be denied the privilege of leaving. This privilege may be revoked if the student develops significant attendance and/or discipline issues, including excessive tardiness.

**SKIPPING**

Skipping is defined as missing one to three periods, as opposed to the whole day. Skipping class is disruptive and will result in progressive discipline.

**TARDINESS**

Tardies are disruptive to the classroom, will not be excused, and will be considered a discipline concern. When a student arrives more than five (5) minutes late to class, it may be considered an unexcused absence for that class. Teachers will establish classroom tardy policies/consequences for tardiness, which will be supplemented and supported by the AHS discipline policy. Excessive tardiness may be subject to consequences including, but not limited to, schedule change and/or reduction of school day.

**TWENTY DAY WITHDRAWAL**

Any student absent for 20 consecutive days must be deleted from school rolls (WAC 392.121.108). Parent/Guardian will be notified by mail.