

ATTENDANCE

Parents are asked to call before 9:30 a.m. if their son or daughter is absent. Regular attendance has a carry-over value beyond school into the world of work or further educational development. It is the philosophy of Cashmere High School that every class period provides a learning opportunity. If a student is absent, the student is losing educational benefits. It is impossible to make up a missed experience in its entirety and gain the same degree of learning that a student would gain through group involvement in the regular class. When a student misses one day, two days work is missed due to lack of preparedness. Therefore, it is important for a student to be in class on a regular basis. ***In addition, students at Cashmere with the best attendance record will be given priority when registering for the following year.***

All absences in accordance with state law RCW 28 A.225.010 district policy 3122 require parent verification and school approval.

EXCUSED ABSENCES: If a student is absent from school for any reason, a parent may call the high school office after 7 a.m. each day at 782-2914, OR a note from home stating the reason and date(s) the student was absent should be brought to the office on the day the student returns to school (or before the absence for appointment etc...). **Absences not cleared within 48 hours will be unexcused.**

ADMIT SLIPS: Following an absence students are required to obtain an admit slip from the office.

ABSENCES

Students are expected to be in class each day. **Teachers shall keep a daily record of attendance in their gradebook.** The following are valid excuses for absences and tardiness. Missed work assignments and activities may be made up in the manner provided by district and school policies.

Participation in school approved activity. To be excused, this absence must be authorized by the principal and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so. Students will be allowed to make up assignments. The office will monitor school related absences. Teachers need to report any inconsistencies. Students are responsible for completing a prearranged absence form to school approved activities.

Illness, health condition, family emergency or religious purpose. The parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school. A student shall be allowed one makeup day for each day of absence.

Religious Holiday. A parent may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parents, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. Parent excused absences must be prearranged by the school office.

Parent approved activities. This category shall be counted excused for purposes agreed upon by the principal and the parent. If at all possible, this should be agreed on prior to the absence. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation classes, such as music and physical education classes, the student may not be able to achieve the objectives of the unit of instruction as the result of an absence from class. In such a case, a

parent-approved absence would have an adverse effect on the student's educational progress, which would ultimately be reflected in the grade for such a course.

Disciplinary actions or short-term suspension. As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignment shall be a substantial lowering to the course grade.

Extended illness or health condition. If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

Chronic health condition. Students with a chronic health condition, which interrupts regular attendance, may qualify for placement in a limited attendance and participation program. The student and his/her parents shall apply to the principal or counselor and a limited program shall be written following advice and recommendation of the student's medical advisor. The principal shall approve the recommended limited program. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.

Absences Allowed. Students are allowed to have up to 12 non-school related, parent-excused absences from school per **year**. A note will be sent home after six absences explaining the policy and then after 12 informing the parent(s) of the fact that they will no longer be allowed to excuse their student. The only accepted excuse will be from a doctor, court official, dentist, etc. If a student is sick, the school nurse can evaluate and determine if the student should go home.

EXTENDED ABSENCES/PRIOR ARRANGEMENTS

Cashmere High School strongly discourages students taking extended vacations during the semester, or leaving school prior to the normal closing date. Students missing classes lose essential instruction and place increased demands on classroom teachers in the areas of record keeping, and administering make up work.

However, occasions arise where extended absences are necessary. When this is the case, the school will make every reasonable attempt to reduce damage to the student's educational program. In order that the students and parents may not be misled and suffer possible disappointment, it must be clearly understood that:

- 1) A letter of request outlining reasons for the absence, expected duration, and departure date must be written to the school.
- 2) A prior arrangement form will be issued from the office to be presented by the student to his teachers.
- 3) Teachers have been asked to outline to the student possible consequences that could result from the extended absence and alternatives that would help minimize the potential harm to the student's final grade. An indication of willingness on the part of the teacher to assist the student is not to be construed

as a promise that the student will receive full credit. The responsibility for completion of all make up requirements rests with the student.

Make-Up Policy: The student shall be permitted to make up all missed assignments outside of class under reasonable condition and time limits established by the appropriate teacher except in participation classes. In these situations, the student's grade may be affected because of the inability to make up activities conducted in specific times and places.

Guidelines for Make-Up Work: A student shall be allowed one make up day for each day of absence. It is the student's responsibility to set up the time and discover the assignments for makeup. The student who arrives late or leaves early is responsible to check with teachers the same day to arrange make up assignments.

TARDINESS

In accordance with Board Tardiness Policy #3122, Cashmere High School has established, as a goal for the students, the promotion of punctuality. It is expected that students will be to class on time. Habitual tardiness creates a disruption to the educational process in the classroom. A tardy is when a student is less than five minutes late to class without authorization from the office or teacher.

TARDY POLICY – (per semester per class):

TARDY LEVEL I The first tardy and the second tardy will be handled by the classroom teacher.

TARDY LEVEL II The third tardy will be an automatic 30-minute detention with the teacher. Failure to make up the tardy will result in removal from the class until made up and parent contact by administration.

TARDY LEVEL III The fourth tardy or more may result in before and after school detention, parent contact, and possible removal from class and possible loss of credit.

TRUANCY

Any student that is alter than 5 minutes from class/school without the prior knowledge and consent of parent/guardian or school officials will be considered truant and marked unexcused. A student is truant if he/she:

- Leaves school without signing out in the office
- Leaves school at lunch without having a signed off-campus pass on file in the office
- Is absent from school without prior permission of parent/guardian
- Leaves a class without teacher permission
- Obtains a pass to go to a designated place and does not report there
- Becomes ill and goes home or stays in a restroom instead of reporting to the office
- Leaves for lunch and does not return for the next classes without school/parent/guardian consent. In this case it is imperative that parent contact the school as soon as possible

- Is on school grounds but does not attend class
- Fails to attend a scheduled assembly
- Falsifies a parental or school official's attendance verification
- Fails to verify an absence within two (2) days of absence.

BECCA Bill

(RCW 28A.225 –Washington State Compulsory School Attendance and Admission Law)

Washington’s truancy law, often termed “the Becca Bill”, is intended to stop truancy before it becomes a problem. The law requires only one thing of students: attend school. If a student does not attend school, the law requires the school district to take action.

- One (1) or Two (2) Unexcused Absences (One or more periods) After a single unexcused absence, the school must contact the parents. This is generally done by phone or letter. After a second unexcused absence, the school is required to schedule a conference with the parent and student to discuss solutions to the truancy problem.
- Five (5) Unexcused Absences (One or more periods) If a student has five (5) unexcused absences in a month, the school may take stronger steps to end the truancy problem. The school may file a petition with the Chelan County Court, and enter into a written truancy agreement with the family.
- Seven (7) and Ten (10) Unexcused Absences (One or more periods) Court action is required when a student has seven (7) unexcused absences in a month or ten (10) in a year. The truancy law requires that school districts file a petition in Superior Court against the student, parent or both. After a petition is filled, several things may happen with a student’s case. Depending on the circumstances of each individual case, a student’s petition may not be immediately heard in juvenile court. 23

TRUANCY DISCIPLINE PROCESS

ALL STEPS INCLUDE NO CREDIT FOR CLASS WORK ON THE DAY OF TRUANCY.

FIRST TRUANCY PER YEAR Replace the class time missed. (Detention.) Minimum, one class period and parent/guardian notification.

SECOND TRUANCY PER YEAR Maximum 1-3 day suspension or detention equivalent. Parent/Guardian conference required.

THIRD TRUANCY PER YEAR Maximum five day suspension. Parent/guardian notification.

FOURTH TRUANCY PER YEAR Referral to Community Truancy Board.

APPEAL PROCESS: Building level decisions may be appealed to the Superintendent of School.