

STUDENTS

Attendance

Regular, consistent, timely attendance is essential to school success, student learning and future employment habits. Life-long attendance behaviors begin with entry into school at the pre-school or kindergarten level, and continue through middle school and into high school until the student graduates. When students arrive in the classroom, it is expected that they will immediately begin to prepare for the start of the day or the period, and be ready to engage in the learning process when the school day or period officially begins.

Educators and administrators have a responsibility to monitor absences to determine if students and families need support. Students are expected to attend all assigned in-person classes or participate in all assigned remote instructional activities each day on time. Upon enrollment and at the beginning of each school year, the district shall inform students and their parents/guardians of attendance expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents/guardians in correcting truancy. The district will make this information available online or, upon parent/guardian request, in writing. The district will make reasonable efforts to enable parents/guardians to request and receive this information in a language they can understand. Parents/guardians will be required to date and acknowledge review of this information either online or in writing at the time of enrollment and at the beginning of each school year.

It is recognized that there are rare occasions that necessitate a late arrival, early departure or legitimate excused student absence from in-person or remote learning. Teachers will keep a record of student absences and tardiness. Determination as to whether an absence is a tardy, excused or unexcused absence is made by the school in accordance with law and policy. The role of the parent or guardian is to ensure that their children attend school and to verify that the student's absence was for an excusable reason.

Tiered Response System for Student Absences

[WAC 392-401A-045](#) states school districts must implement a tiered response system to reduce chronic absenteeism and address barriers to student engagement in learning during the COVID epidemic. Tiered response systems under this section must include:

- a. Monitoring daily attendance data for all students who are absent from remote learning, whether excused or unexcused;
- b. A process to contact families and verify current contact information for each enrolled student that includes multiple attempts and modalities in the parent's home language;
- c. Daily notification of absences to parents;
- d. A process for outreach from the school to determine student needs, such as basic needs, connectivity and hardware, connection with health and social services as necessary;

- e. Differentiated supports that address the barriers to attendance and participation that includes universal supports for all students and tiered interventions for students at-risk of and experiencing chronic absence; and
- f. When feasible and appropriate, transitioning the students to full-time in-person learning or other program to accommodate the student's needs.

It shall be the responsibility of principals and certificated staff to enforce the district's attendance policies and procedures.

Cross references:	Board Policy 2340	Religious-Related Activities and Practices
	Board Policy 3110	Age of Attendance
	Board Policy 3112	Withdrawal Prior to Graduation
	Board Policy 3120	Compulsory Attendance
	Board Policy 3121	Enrollment and Attendance Records
	Procedure 3122P	Attendance
	Board Policy 3230	Student Privacy
	Board Policy 3240	Student Conduct Expectations and Sanctions
	Board Policy 3300	Student Discipline
	Board Policy 3441	Release of Student during the School Day
	Procedure 3441P	Release of Student during the School Day
	Board Policy 4218	Language Access Plan

Legal references:	RCW 13.34.300	Relevance of failure to cause juvenile to attend school to neglect petition
	RCW 28A.150.220	Basic education—Minimum instructional requirements—Program accessibility—Rules
	Chapter 28A.225 RCW	Compulsory school attendance and admission
	Chapter 392-401A WAC	Statewide definition of absence for the 2020-21 school year.

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