

FEDERAL WAY HIGH SCHOOL ATTENDANCE PROCEDURES 2009-2010

The Federal Way Public School Board of Education knows that regular school attendance is essential for mastery of the educational program provided. Regular attendance has a direct effect on the academic progress of all students and the development of good habits that will aid students as they move into the world beyond the district. Regular and consistent attendance results from a partnership between the district, school, parent/guardian and students—each with equal levels of responsibility.

Excused and Unexcused Absences

Students are expected to attend all classes each day. Teachers shall keep an accurate record of absences and tardies.

Excused Absences. The following are valid excuses for absences and tardiness:

- a. Participation in a school-approved activity
- b. Illness, health conditions, family emergencies, religious purposes, or educational opportunities.
- c. Absence resulting from disciplinary action.

Unexcused Absences. All absences that are not authorized by the principal or excused from among the above reasons are unexcused absences. Students may not receive credit for a graded activity or assignment due during the time of absence. By district policy, three unexcused tardies equal one unexcused absence.

2. Tardiness. Students arriving late for school or class for any reason not described as an excused absence will be counted as unexcused tardy and subject to disciplinary action. Students arriving later than 15 minutes of the class shall be counted as absent for the class, and not tardy. By district policy, three tardies equal one unexcused absence.
3. Verification. Excused absences and tardies must be verified by a note of explanation signed by a parent, guardian, emancipated student or adult student within two school business days of the absence.

Procedures

1. Prearranged absences may be secured through a form from the Attendance Office and must be signed by the parent/guardian.
2. Students requesting a partial day absence must check out through the attendance office before departure. Contact with the parent/guardian will be necessary if a note from the parent/guardian is not available. *Leaving school without signing out will result in a truancy.*
3. Students who become ill at school must check out with the attendance office after consulting with the school nurse.
4. Procedures outlined in the Washington State Mandatory Attendance Law will be followed as unexcused absences occur.
5. Disciplinary action, in the form of after-school detention or Saturday School, will be assessed for all trancies.
6. If you have continued absences, you will be "Becca Billed" according to WA state law.

The attendance policy is reviewed yearly by staff and given out in course syllabi. Failure to adhere to the attendance policy may result in a student's loss of privileges to attend certain school events such as Homecoming, Celebrate Ourselves Assembly and even Prom.