

## Wenatchee High School Attendance Procedures

### Goal

We believe that school attendance is not just a school issue but a community issue. The extent of a student's success is determined by a couple of things. First, it is our responsibility to keep accurate attendance records. Second, it is the parent's responsibility to call or write a note within 48 hrs of the student's absence to excuse the absence. Finally, if we share this responsibility, **students will improve their academic achievement** and be able to establish meaningful relationships as part of a professional learning community with their peers and staff at WHS.

### Definitions

Student absences from class & tardiness to class are recorded by class period and are classified in the following ways: (please keep in mind that a parent or student can ask for an attendance report print out)

### Unexcused Absence

The student is late 10 or more minutes to class or is absent in one or more classes in any one day and fails to have a parent or guardian call or provide a written note for the absence within two school days (48 hours) of the student's absence. Student will be assigned an intervention.

(On school reports unexcused absences are identified as "W" or "U"): "W" is reported by regular classroom teacher, "U" is reported by substitute classroom teacher

### Tardy

The student arrives to class less than 10 minutes late. Please keep in mind that 4 accumulative tardies in any one day or week(s) is equal to having one unexcused absence. 4 tardies = 1 unexcused absence

(On school reports tardies are identified as "T" or "L"): "L" is reported by regular classroom teacher, "T" is reported by substitute classroom teacher

### Excused Absence

The student is absent from school due to illness, health, family emergency, religious purposes or educational opportunities during one or more classes in any one day and has a parent or guardian call or submits a written excuse within two school days (48 hours) of the student's absence from school.

- ❖ After five consecutive absences per class due to a health, or an accumulation of ten absences during a single semester due to illness or a health condition, a note of explanation signed by a doctor will be required, unless the absence was pre-arranged.
- ❖ Even when oral or written verification is received, school officials have the discretion to investigate the circumstances surrounding an absence.
- ❖ If a student does not check out of school with the attendance office before leaving campus for an appointment or for any parent excused reason they may be assigned an intervention resulting in a 2 hour detention.

(On school reports excused absences are identified as an "E" accompanied by two letters specifying reason)

Examples: E-AP (appointment) / E-PE (parent excuse) / E-CT (court) / E-JD (juvenile detention) / E-MD (medical)

### School-Excused Absence

The student is absent from school for a school-sponsored or school-endorsed event. Examples include athletic and academic competitions, field trips, and educationally-related absences that have been pre-approved by the school.

(On school reports school-excused absences are identified as an "O" accompanied by two letters specifying reason) Example: O-SA (student activity):

### Absenteeism and Grading

1. Students reaching level six intervention (accumulation of six or more unexcused absence in one class; reminder four tardies = one unexcused absence) will receive a reduced schedule. If a student is currently receiving a passing grade when schedule is reduced they will receive an "NC" (no credit) grade for the class and on their transcript.
2. An "NC" grade differs from an "F" grade in that an "NC" grade does not figure into the student's overall GPA. However, both "NC" and "F" grades result in loss of credit.
3. For co-curricular eligibility purposes, an "NC" grade is counted the same as an "F".

**Attendance Discipline Chart of Student Interventions**

<b>Level of Intervention</b>	<b>Consequence</b>	<b>Communication</b>	<b>Failure To Complete Consequence</b>	<b>Definitions</b>
1	<b>Saturday School (2hr. detention)</b> 9:00a.m. – 11:00a.m.	<b>Auto Dialer Call home</b>	<b>**PC or 1 day *STS</b>	*STS = Short Term Suspension "NC"= No Credit **PC = Parent Conference is held with a school administrator.
2	<b>Saturday School (2hr. detention)</b> 9:00a.m. – 11:00a.m.	<b>Auto Dialer Call home</b>	<b>**PC or 1 day *STS</b>	
3	<b>Saturday School (2hr. detention)</b> 9:00a.m. –11:00a.m.	<b>Auto Dialer Call home</b>	<b>**PC or 1 day *STS</b>	
4	<b>Saturday School (2hr. detention)</b> 9:00a.m. – 11:00a.m.	<b>Auto Dialer Call home</b>	<b>**PC or 1 day *STS</b>	
5	<b>**PC or 1 day *STS</b>	<b>Administration Call home</b>	-----	
6	<b>Saturday School (2hr. detention)</b> 9:00a.m. – 11:00a.m. <b>However, if a student has six or more unexcused absences in one class they will receive a reduced schedule and an "NC" for classes lost. Student may lose more than one class as we do not allow holes in a student's schedule.</b>	<b>Administration Call home</b>	<b>1 day *STS</b>	

**Note:**

- Four tardies = One unexcused absence.
- If a student receives six unexcused absences in any particular class they will receive a reduced schedule and not receive credit ("NC or "F").
- Any student with three or more unexcused absences in any one month will be referred to the District Truancy Officer.

**Attention!**

In all cases, the participants in the conference shall enter into a written agreement that establishes school attendance requirements and outlines the interventions identified as appropriate. If the parent/guardian does not attend the scheduled conference, the conference may be conducted with the student and the school official. However, the parent/guardian shall be notified of the steps taken or proposed to reduce the child's absences. Once a student has had a Parent/Guardian Conference (PC) at any level of intervention subsequent conferences will not be required, unless requested by parent. Students will, however be assigned the appropriate consequence.

**Common Questions**

**How does a student get assigned an attendance intervention?**

- If a student has unexcused absences during the previous week of school.
- If a student has four tardies in a given week or every time they accumulate four tardies.

**How does a student reach higher levels of interventions?**

Once a student serves an intervention a student can continue to move up the intervention list or stay on the same intervention depending on the student's attendance every week.

**How is a student and parent/guardian notified?**

- We attempt to notify a student during class Wednesday through Friday.
- A phone call is sent home on the auto dialer on Fridays for students needing to attend a 2 hour Saturday School.
- During the year we have some cases where a phone call may be sent home on Thursdays for students needing to attend a 2 hour Friday School if regular classes are not in session on Friday.
- This way we have a record of when the call was made and received. Please keep in mind that this phone call is different than the one that is sent out daily for students having unexcused absences.

**How does a student and/or parent/guardian get an intervention/detention "cleared"?**

A student cannot get an intervention "cleared" by a parent once they are assigned an intervention unless it is an extenuating circumstance (extenuating circumstance: death in the family or by a doctor's note) (48 hour rule).