

## EXCUSED AND UNEXCUSED ABSENCES

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

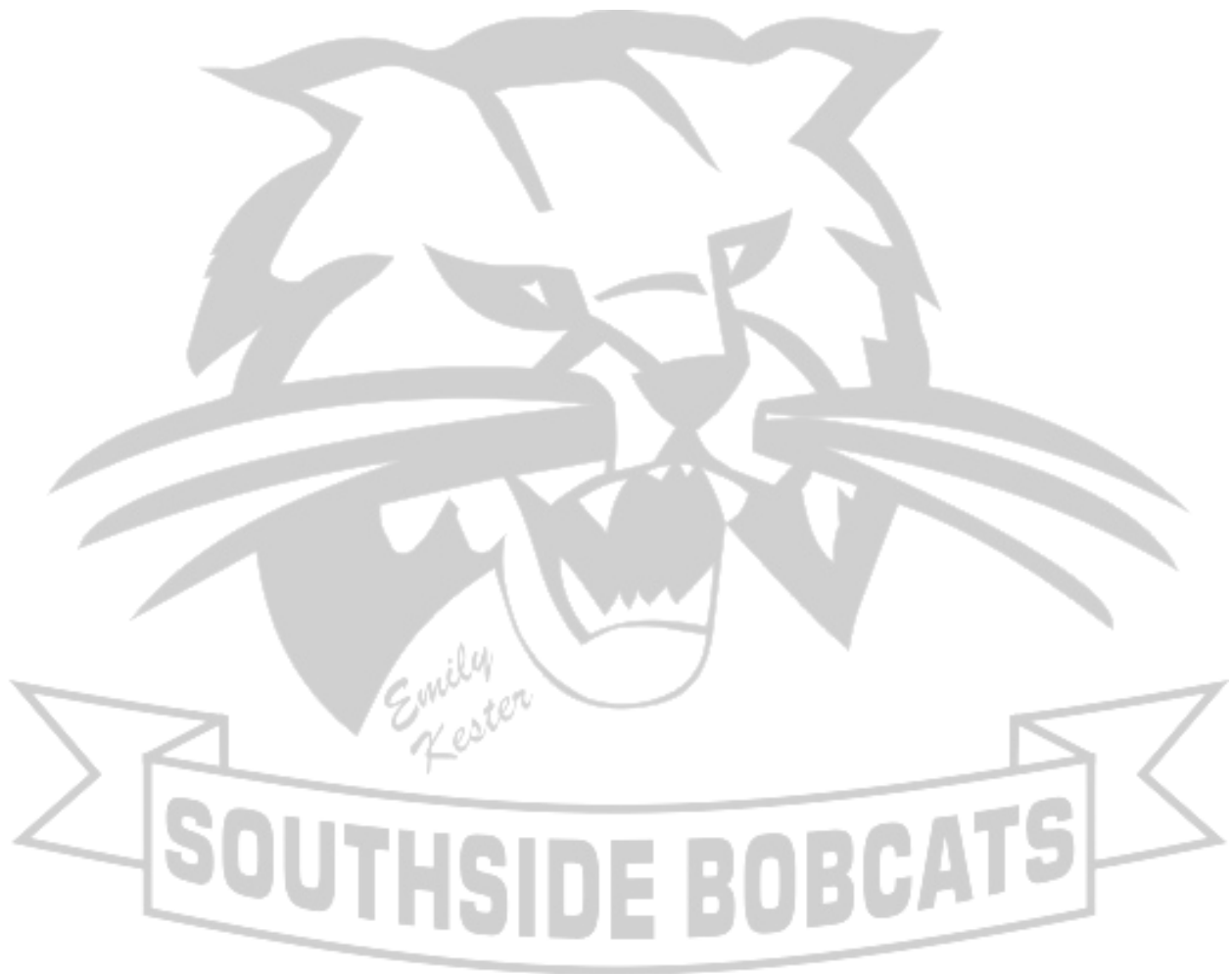
1. Absences due to illness or a health condition; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. In addition, a student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property.
2. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
3. An excused absence shall be verified by the parent or school authority responsible for the absence.
4. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the natural consequences of his/her truancy. A truant student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is truant.
5. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent shall be notified in writing in his/her primary language that the student has failed to attend school. A conference shall be scheduled to determine what corrective measures should be taken to resolve the cause for the student's absences from school. If such action is not successful, any of the following actions may be taken:
  - a. the attendance officer may petition the juvenile court to assume jurisdiction of the alleged violation by the parent; or
  - b. the parent or the attendance officer at the request of the parent may petition the juvenile court regarding an alleged violation of the compulsory attendance law.
6. All suspensions and/or expulsions shall be reported in writing to the superintendent within 24 hours after imposition.

The superintendent shall enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents is necessary for the success of the policies and procedures, procedures shall be disseminated broadly and made available to parents and students annually.

Legal References:	RCW 13.34.300	Failure to cause juvenile to attend school as evidence under neglect petition
	28A.225	Compulsory School Attendance
	WAC 180-16-215(4)	Minimum 180 school day year — Five day flexibility — Students graduating from high school

Management Resources: *Policy News*, June 2001

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**Adoption Date: 09.26.13**  
**Southside School District**  
**Classification: Essential**