

Attendance Information, Laws and Policies for Elk Plain School of Choice, K-8

Attendance Clerk: Ms. Austin, 253-683-7993

EPSOC attendance policies and procedures are in accordance with Bethel School District policies. They are summarized below. Full language of the policies is available upon request.

Daily Attendance - District Policy 3121

Parents are responsible for sending their children to school as required by RCW 28A.225.10; to make sure their children are in school on time each day; to encourage their children to come to school with a mental attitude which fosters learning; to communicate accurately with the school concerning their child's absence.

Make-Up Work - District Policy 3122

A student will have the right to make up work for an excused absence provided arrangements are made with the teacher to do so within a reasonable length of time. A student may be required to make up work for unexcused absences.

Activities

Any student participating in an after school or evening activity is expected to attend classes on the day of the schedule activity. Attendance for all classes the following day is also expected. For weekend activities, attendance in classes the previous Friday is required. Failure to comply with these attendance regulations may result in a student being declared ineligible and not allowed to participate. Any exceptions require coach or principal approval.

Becca Bill

The "Becca Bill" (SB 5439) is our state's truancy law. Unexcused absences/tardies are subject to a BECCA conference. The BECCA Bill supports the state mandate for students to attend school regularly. When a pattern of attendance concerns become evident, parents will be called in for a conference, at which time attendance and grades will be reviewed to initiate an action plan for attendance and making up assignments.

K-5 Attendance Arrival/Dismissal Guidelines

Class begins promptly at 7:35

Students arriving between 7:35-8:00 AM	AM TARDY
Students arriving between 8:01-10:45 AM	HALF DAY ABSENCE AM
Students departing between 10:46-1:35 PM	HALF DAY ABSENCE PM
Students departing between 1:36-2:05 PM	EARLY DEPARTURE (marked as a TARDY in our school's system)

Middle School Attendance Guidelines

- Class begins promptly at 7:35
- There are six periods in a school day
- Teachers will take attendance at the beginning of every period

K-8 Guidelines for Tardies/Absences

- 4 tardies within a 30 day period = 1 lunch detention (**middle school only**)
- 4 tardies within a 30 day period = phone conference with Assistant Principal or Principal (**K-5 only**)
- 2 excused or unexcused absences within a 30 day period = letter home and/or phone conference with Assistant Principal or Principal.
- 5 unexcused absences within a 30 day period or 10 unexcused absences within a year = Becca Bill (see "Law/Policies" above)
- 5 unexcused or excused absences within a quarter (8 weeks) = face-face conference with the Assistant Principal or Principal.
- 10 absences within the school year = face-face conference with the Assistant Principal or Principal.
- 15 absences/tardies within the school year = face to face conference with Assistant Principal AND Attendance contract enacted.

Reasons for Absences

Excused Absences	Unexcused Absences
Sick/Injury/Health	Slept Late
Family Emergency	Parent Running Late
Doctor/Dentist Appointment	Missed the Bus
Religious/Cultural Observance	Car Trouble/Traffic
Suspension	Late Night/Activity
Court/Legal Appointment	Late Ride or No Ride
Bereavement	Parent Sick
School-Authorized Activities	

Student/Parent Procedures

- Students arriving late to school will do directly to the attendance window with a parent, written note excusing the student, or a doctor's note. Students without a guardian's/doctor's excuse will be marked unexcused.
- Phone calls to our attendance clerk stating the reason for lateness or absences are welcome and will be excused if they meet the criteria listed above.
- If your student is leaving the school before our dismissal time (2:05), parents/guardians must complete a sign-out form located in the office.
- Get a "Pre-arranged Absence Form" from the attendance office (at least 3 days prior) to report upcoming absences extending more than 2 days. The principal may or may not excuse the absences depending on the reason for the absences and the student's academic status.
- Students will make up all work and tests as determined by their teachers. It is a student/parent's responsibility to check with teachers about work that is to be made up and when the work is to be turned in.
- Parents/Guardians are encouraged to view "Family Access" on our district website (www.bethelsd.org) to report absences. Contact our office (253-683-7900) if you are new to Family Access and need more information.

DID YOU KNOW?

- **Starting in kindergarten, too many absences can cause children to fall behind in school.**
- **Missing 10 percent (or about 18 days / 2 days/mo) can make it harder to learn to read.**
- **Students can still fall behind if they miss just a day or two days every few weeks.**
- **Being late to school may lead to poor attendance.**
- **Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up. Attending school regularly helps children feel better about school—and themselves. Start building this habit so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.**

HOW CAN YOU HELP?

- **Avoid medical appointments and extended trips when school is in session**
- **Set a regular bedtime and morning routine.**
- **Lay out clothes and pack backpacks the night before.**
- **Find out what day school starts and make sure your child has the required shots.**
- **Introduce your child to her teachers and classmates before school starts to help her transition.**
- **Don't let your child stay home unless she is truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.**
- **If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make her feel comfortable and excited about learning.**
- **Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.**
- **Remember that Elk Plain K-8 is a "choice" school (meaning you choose to have your child attend here). We absolutely want your child to continue his or her education at our school, and to ensure this they need to maintain good attendance.**