

❖ Attendance Policies and Procedures

Overall Attendance Expectation:

In keeping with Kirkland Middle School's motto "Expect the Best" and the desire to encourage students to take personal responsibility for their actions, it is expected that students attend every day and are on time. Vacations or other non-illness absences should be avoided during the school days as vacation days are provided within the regular school calendar.

Safe Arrivals

All absences must be called into the attendance office at (425) 936-2421 by 9:00 AM on the day of the absence in order to verify or excuse an absence. If we have not received a call regarding a student's absence prior to 8:45 AM, families will receive a call from our "Safe Arrival" system reporting a student's absence and requesting that the parent/guardian contact the Attendance Office at the number listed above.

Excused Absences

Parents or guardians should notify the school in person, by phone, or in writing/email within 48 hours of an absence if they wish to have the principal consider it as an excused absence. The school will determine whether absences or late arrivals are excused. Excused absences (based on Washington State Compulsory School Attendance and Admission Law RCW 28A.225, also called the "Becca Bill" and LWSA Policy) include the following: illness, medical appointments, family emergency, religious holiday, school-related field trips, suspensions, or other pre-arranged absence. If sufficient reason for an absence is not provided, the absence will be considered unexcused.

Excessive Excused Absences (per semester)

10 Days Excessive Excused Absences – At 10 days of excused absences the parent/guardian will receive a notification letter regarding their student's excessive excused absences and alerting them to next steps in our attendance follow-up procedures.

15 Days Excessive Excused Absences – Doctor's Note Required – At 15 days of excused absences the parent/guardian will receive a notification letter requiring a doctor's note to accompany further absences by their student.

Unexcused Absences

Any absence that is not excused by the parent, guardian, or school will remain unexcused. Examples of unexcused absences would include: oversleeping, missed bus, traffic, homework, shopping, babysitting, trips not pre-arranged through the office (see Pre-Arranged Absence Contract), or other absences that could be planned outside the school day.

- Parents will be notified in writing or by phone after **one unexcused** absence in a month.
- A parent conference will be initiated after **two unexcused** absences in a month in order to improve the student's attendance.
- The parent and school must enter into a contract to improve the student's attendance after five unexcused absences in a month, or the case may be referred to a Community Truancy Board,
- The school district may file truancy petitions with the juvenile court after seven unexcused absences in a month, or ten unexcused absences in an academic year.

Excessive Unexcused Absences

The Becca Law is intended to stop truancy before it becomes a problem. The law requires only one thing of students: Attend School. If a student has unexcused absences, the law requires the school district to take action. The Becca law pertains only to when a student misses the majority of the school day (3 or more periods). See Attendance Matrix below for consequences of unexcused absences.

Pre-Arranged Absences

A Pre-Arranged Absence Contract must be completed 48 hours in advance of when a student will be missing school for three or more days. Students obtain the Contract from the Main Office. Once an absence contract is issued, the student will take it to each teacher before or after school to obtain homework or make arrangements with the teacher as to when tests, homework, and assignments can be completed. Students must schedule make-up testing with their teacher before or after school. Teachers are not required to provide work in advance; however, all assignments that have been provided are due upon the student's return to school. Failure to complete an absence contract and have it turned into the Attendance Office prior to the absence may result in a student receiving a zero for the assignments missed. Absence contracts are not completed until all signatures are gathered and returned to the Attendance Office.

Late to School

A student who arrives late to school is required to report to the Attendance Office for an admit slip. The student must have a note or the parent/guardian must call the attendance office in order to be considered by the administration to be excused. (See Unexcused Absences Examples)

Early Dismissal

For appointments during the day, students must bring a note from parent/guardian prior to the start of the day to receive an early dismissal pass from the Attendance Office. Parents/guardians are required to sign their student out at the Attendance Office. Students returning to school the same day need to check in at the Attendance Office when they return.

ATTENDANCE CONSEQUENCES

INFRACTION	PERSON RESPONSIBLE	CONSEQUENCE
1-2-Lates	Classroom Teacher	Marked in Skyward, warning
3-Lates	Administration	Parent/guardian email
4-Lates	Administration	Lunch duty, parent/guardian email
5-9 Lates	Administration	Parent/student/administration conference, Lunch Detention
10+ Lates	Administration	Parent/student/administration conference, In School Suspension and/or Meeting with LWSD Becca Specialist
10+ Excused Absences	Administration	Letter to Parent/Guardian
15+ Excused Absences	Administration	Letter to Parent/Guardian, Doctor's Note Required, Referral to LWSD Becca Specialist
1- Unexcused Absence	Administration	Phone call or email to parent/guardian
2- Unexcused Absences	Administration	Parent/Guardian Conference with Associate Principal
3-4 Unexcused Absences	Administration	Letter to Parent/guardian/Meeting with Associate Principal
5-6 Unexcused Absences	Administration	Contract with Parent/guardian Meeting, Refer to Community Truancy Board
7+ Unexcused Absences/Month	Administration	Truancy Petition filed by LWSD Becca Specialist
10+ Unexcused Absences/Year	Administration	Truancy Petition filed by LWSD Becca Specialist

Making up work due to Absences

For every day a student is absent, the student has the same number of days to make up the work, provided the absence is excused. Teachers are not required to provide make-up work in cases of unexcused absences, and academic performance may suffer as a result.

Late to Class/Late to School

Students are expected to be in their seats, with necessary materials out, beginning the warm-up activity when the clock changes to the starting time of class. Students who are not in their seats and working when class begins will be considered tardy. Consequences for being tardy are progressive in nature and may include lunch duty, detention, in-school suspension and/or parent conference (See Attendance Matrix below). Students who are 10 or more minutes late to class are considered absent.