

Attendance Policy

Glacier Middle School believes that regular school attendance is essential for an effective and productive learning experience. The sequential presentation of school learning requires a continuity of instruction. The maximum benefits for each individual child can be achieved only from participation and interaction in daily activity.

Regular school attendance is both encouraged and mandated. The primary responsibility for adherence to regular attendance rests with the student's parents/guardians and the individual student. Appropriate legal action will be taken against parents/guardians and/or students who fail to abide by Washington State Compulsory Attendance Law.

Absence

Absences from school shall be classified as either excused absences or an unexcused absence/truancy.

When a student enters a classroom more than 10 minutes late or does not attend a class or a schedule of classes it is considered an absence. Four or more absences from our seven-period day (PACE included) constitute a full-day absence.

1. For every absence, the parent/guardian **must** phone or send a written note of clearance within **48 hours** to the main office that indicates the date and reason of the absence. If a parent/guardian does not phone or send a written note of clearance within 48 hours, the absence is considered unexcused.

2. If you arrive at class more than 10 minutes late, you will be considered absent but still required to check in at the main office. Students are not allowed into class without a note from the main office.

Excused Absences

An excused absence is any absence that has the approval of both the parent/guardian and the school. **To excuse an absence, the parent/guardian must call or send a note to the Main Office within 48 hours of the absence.** Please give the following information: student's full name, date of absence(s), reason for absence, and parent/guardian signature (if a note). An excused absence shall not be granted if the school deems the absence(s) may cause a serious adverse effect upon the student's academic progress. After an excused absence, it is the student's responsibility to make up missing work with the teacher(s). The following are valid reasons for an excused absence:

- Illness/Medical Appointments
- Family Emergencies
- Court Appearances
- Religious Holiday
- School Sponsored Activities
- Funeral
- Disciplinary Action or Suspension
- Dangerous Weather and Road Conditions

Excessive Excused Absence Pattern

Excessive excused absences shall mean a student who is absent from school for part or all of 12 or more days on which school is held during a quarter. Students who meet these criteria will be required to have a parent attendance meeting with the Vice Principal and will be required to provide doctors notes for any future absences.

A written statement from a doctor will be required on the 5th consecutive day of absence and in situations where a pattern of excessive excused absences from school has occurred. Absences not accounted for in this manner will be considered unexcused.

Unexcused Absences (Truancy)

Students are expected to attend all scheduled classes and school events during the school day. A student whose absences are not excused counts as a truancy and will be subject to disciplinary action. A student is considered truant if he/she misses any part of a period or all or part of a school day without the school's permission and without the parent's prior knowledge.

Late Arrival Policy

1st Late Arrival – Warning

2nd Late Arrival – Re-teach Expectations

3rd Late Arrival – 1 Lunch Detention

4th Late Arrival – 1 After-School Detention

5th Late Arrival – 1 Friday School

6th Late Arrival – 1 In-School Suspension

7th Late Arrival – Progressive

All late arrivals are per quarter, at the beginning of a new quarter this policy starts over.

BECCA Bill (RCW 28.A225.010)

In accordance with the state's mandatory "BECCA" attendance laws and District attendance policies, if a student is absent without legitimate excuse for one third of the student's educational program day on seven (7) or more occasions in a calendar month and/or ten (10) in a year, the School District may file a petition with the juvenile court seeking the court's jurisdiction over the student's attendance in school. Any parent found to have violated the law may be fined up to \$25.00 per day of unexcused absence and the student will be ordered to attend school. The court may also order the parent and/or guardian to provide community service at the student's school in lieu of imposing a fine. A student who fails to comply with a court order to attend school may be found in contempt of court and may be placed in juvenile detention or receive alternative sentencing from the court.

Tardies

Students will be on time to **every class every day**; when students are late to class, they disrupt the instruction in the classroom. If a student is tardy to a class arriving 10 minutes after class starts is considered absent rather than tardy. 7 tardies equals a day of unexcused absence.

1st Tardy: Re-teach expectations

2nd Tardy: Warning

3rd Tardy: Additional Warning

4th Tardy: 30-minute lunch detention

5th Tardy: 30-minute after school detention

6th Tardy: 60-minute after school detention

7th Tardy: Friday School

8th Tardy: 1 day ISS & parent conference with an administrator

9th tardy or more: Progressive discipline will continue and may lead to out of school suspension.

Hall Passes

You must carry your planner anytime you are out of your assigned class. If you are in the halls without a planner, you are considered truant. If you are in the breakout area, you must have a pass from a teacher and be under a teacher's direct supervision to be in that area. If you do not have a pass, you are considered truant.

Leaving Campus

Glacier Middle School is a closed campus. This means that students shall not leave the campus area once they have arrived even if first period has not yet started. If students must leave campus during the school day, they must first obtain written approval from the Main Office. Students leaving campus without permission or checking out through the Main Office will be considered truant.

Prearranged Absences

Any absence, which has been pre-approved through the appropriate school procedure, is classified as a "prearranged absence." To request a prearranged absence, obtain and complete the prearranged absence form at least two days before the absence. If the prearranged absence is declined, the assistant principal will contact your parent. Prearranged absences must be approved; otherwise, the absence will be considered unexcused. You must meet the following criteria in order to request a prearranged absence:

1. You must be earning at least a "C" in all classes.
2. Student has no unexcused absences or trancies and planned absences may not exceed 5 per semester.
3. You must then obtain the signature of a parent/guardian.
4. The completed form is submitted to the main office 3 days in advance of the planned absence.

Assignments During Illness

Students who need to collect assignments due to short-term absence should contact the student's teachers using Family Access and request work from the student's teachers. If absent more than 3 or more days you may contact the main office to request homework. Assignments can be picked up in the Main Office before 3:30 PM, the next school day. If a student becomes seriously ill, the parent/guardian must contact his/her counselor.

School Activities / Athletics

Students may not leave the school grounds after school and then return to an event. Instead, they are expected to move directly to the location of the event. Student attending an after school activity should make arrangement to be picked up immediately afterwards.

Participation in activities such as after school sports and events, spirit assemblies, dances, field trips, year-end activities, etc. are a privilege. Issues resulting from poor student choices may result in a loss of these honors.

Athletic Attendance

The athlete must attend all periods on the day of the sporting event. Only exceptions granted by an administrator will be honored. Students who have been absent during any portion of the day will not be allowed to participate/attend without written authorization from an administrator.

Athletes who have missed school and/or were seen by a physician, dentist, or other medical personnel for any reason must receive a written note from the medical provider indicating the athlete is medically able to compete during the day.

Athletes understand that their participation on a day in which they have missed one or more class periods without proper written authorization will result in their suspension from the next contest at the level in which they participated.

Athletes must be in attendance the complete school day before being allowed to attend practice unless they have administrative approval or a doctor note cleared through the main office.

Athletic Medical Clearance

When an athlete is seen by any medical services, the school will need a clearance from the medical personnel who treated the athlete. The clearance should indicate that the student is cleared for practice/competition, and that they are not taking any medication that would impact their participation.

If there is limited participation approved, the limitations need to be specifically indicated.