

IHS Policies & Procedures

Attendance Policy

Inglemoor High School adheres to the Northshore policy of promoting the importance of regular school attendance as a fundamental means of encouraging achievement. Inglemoor High School has an attendance policy that assists students in meeting their school responsibilities. This policy seeks to accomplish four goals:

1. To encourage regular school attendance by students.
2. To clarify the importance of regular attendance in achieving class objectives.
3. To encourage teachers to develop lessons that make each instructional day important to the student.
4. To provide for continuity of learning, reinforcing needed skills as assessed by state-mandated testing.

Students accumulating unexcused absences will be:

- 1st Intervention**assigned four (4) hours of Saturday School
- 2nd Intervention**.....placed on an Attendance Contract
- 3rd & subsequent Interventions**.. assigned a failing grade/ **or** a “No Credit” (N/C) grade

Emphasis needs to be placed upon ensuring that all absences are excused and that they are excused in a timely fashion. Once they have returned to school, students have **48 hours to get their absences excused**. However, parents are requested to contact the Attendance Office on the day the student is absent from school. All absences not reported to the Attendance Office, on a daily basis, will result in contact by our phone robot. **Also, please understand that according to district policy, no student will be allowed to write his/her own absence notes while attending Inglemoor High School.** Submitting a note to the Attendance Office, signed by a parent/guardian, or a telephone call to the **Attendance Office (425) 408-7210**, is required in order to excuse an absence. **Emails are not accepted.** A reason for the absence must be stated on the excuse.

ADDITIONALLY, STUDENTS MUST SIGN-IN AT THE ATTENDANCE OFFICE IF THEY ARE LATE TO SCHOOL AND SIGN-OUT AT THE ATTENDANCE OFFICE IF THEY MUST LEAVE SCHOOL EARLY. FAILURE TO DO SO WILL RESULT IN UNEXCUSED ABSENCES RECORDED ON THE STUDENT’S ATTENDANCE RECORD AND DISCIPLINARY SANCTIONS MAY ALSO BE IMPOSED TO INCLUDE SATURDAY SCHOOL AND/OR SUSPENSION.

Period by period absences cannot be excused unless they have been prearranged through the attendance office prior to the absence.

Our telephone robot caller will try to call the listed home phone number and alert the home of an absence when that absence has not yet been excused. The Inglemoor High School attendance policy allows up to nine (9) excused absences per semester.

The first time a student accumulates five (5) *absences* in one or more classes, the Attendance Office will mail home “Attendance Confirmation Letters.” A final “Attendance Confirmation Letter” will be sent when a student misses seven (7) days in one or more classes. In most cases, parents/guardians will already be aware of the absences and no further dialog need occur.

Our office will mail home a “Loss of Credit” notice if and when a student attains ten (10) absences or three (3) interventions. At the end of the semester, your student will receive an “F” (failing) grade or a “NC” (no credit) for the affected class(es) depending on whether or not he/she satisfactorily completed the class work with a “D” grade or higher.

PLEASE NOTE: IF A STUDENT ACCUMULATES TEN (10) OR MORE ABSENCES (WHICH INCLUDES NO UNEXCUSED ABSENCES AFTER THE SECOND (2ND) INTERVENTION), HE/SHE MAY APPEAL FOR ELIGIBILITY TO RECEIVE THE GRADE AND CREDIT EARNED AT THE END OF THE SEMESTER.

We recognize there are many reasons for a student missing school, but students can only maximize their educational experience by being in attendance. Please avoid family trips, vacations, appointments, etc., while school is in session as we are trying to reinforce the importance of regular and consistent attendance. We appreciate parent understanding and support in notifying the Attendance Office when a student is absent.

Students or parents may at any time request a copy of the attendance profile, which identifies the dates and periods a student has missed school. This profile also indicates whether or not an absence has been excused.

School attendance has been and continues to be compulsory. The intent of state legislation (the Becca Bill) directs schools to initiate a series of corrective steps when a student is absent and unexcused. After the seventh (7th) full-day unexcused absence within a month or the tenth (10th) full-day unexcused absence during the school year, the school district is mandated to file a petition with the Juvenile Court alleging a compulsory attendance violation.

Attendance — Early Dismissals

Early dismissals must be arranged prior to the absence. The Attendance Office will not issue admit slips “after the fact.” **LEAVING CAMPUS OR CLASS WITHOUT PERMISSION WILL NOT BE EXCUSED.** Saturday School will be given to students who leave campus without permission. On days when there is a PM Assembly, early dismissals will be issued — with standard parent permission — **ONLY until the end of the last lunch.** No dismissals will be given out after the end of the last lunch.

Attendance — Make-up for Excused Absences

Make-up work will be allowed. The student will be responsible for all make-up arrangements. In the case of extended absences, work will be requested through the Attendance Office, completed, and returned to the teachers within the same amount of time as the absence. (Example: If you are absent three school days, you will have three school days to complete the make up work.) Staff members are not obligated to provide tests, assignments, or reports if the absence is excused.