

EXCUSED AND UNEXCUSED ABSENCES: 3122

Students are expected to attend all assigned classes each day. Teachers will keep a record of absence and tardiness. Schools shall compile and maintain such records.

Excused 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 will govern the development and administration of attendance procedures within the district:

- A. Absences due to illness or a health condition; a religious observance, when requested by a student's parent(s) or guardian(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions will be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence provided such absence does not adversely affect the student's educational progress. 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, or involves the school to any degree.
- B. If an absence is excused, the student will 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.
- C. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If a student is to be released for health care related to family planning or abortion, the student may require that the District keep the information confidential. Students thirteen (13) years of age and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen (14) years of age and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

Unexcused Absences

All absences that are not authorized by the principal/designee, or that do not meet the criteria in this policy or procedure (3122, 3122P), or in State law, are counted as unexcused. Steps regarding parent notification and consequences for unexcused absences are found in Procedure 3122P.

The Superintendent/designee will enforce the District's attendance policies and procedures. Because the full knowledge and cooperation of students and parents/guardians are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

Cross References: Administrative Policy – 3230 Student Privacy
Administrative Policy – 3241 Discipline and Corrective Actions for
Student Misconduct

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Legal References:	RCW 13.34.300	Relevance of failure to cause juvenile to attend school to neglect petition
	RCW 28A.225	Compulsory school attendance and admission
	RCW 28A.225.030	Petition to juvenile court for violations by a parent or child–School district responsibilities
	WAC 392-400-235	Discipline–Conditions and limitations
	WAC 392-400-260	Long-term suspension–Conditions and limitations