NEWPORT SCHOOL DISTRICT
REGULAR BOARD MEETING
October 10, 2016
5:00 PM, District Office Board Room

1. Call to Order

2. Adoption of the Agenda (including the consent agenda) (m):
   A. Deletions or Additions

3. Approval of Minutes: Regular Meeting held Sept. 12, 2016
   A. Corrections or Additions

4. Consent Agenda (m):
   A. New Hire:

	Shannon Prange	E.S. Testing Coordinator
	Jamie Pancho	E.S. Testing Coordinator
	Tracie Brown	P-4 Instruct. Asst. 30 min/day
	Diane Woorley	P-4 Behavior Instruct. Asst. 6.75 hrs/day
	Amanda Smith	P-4 Instruct. Asst, 7 hrs/day
	Tracey Osso	Long Term E.S. Counselor
B. Resignation	Michelle Hanley	P-4 Instruct Asst. 3.75/hrs day

5. Individuals or Groups Wishing to Address the Board:

6. Financial Reports (m) – Debra Buttrey
   A. Approval of September Payroll (m)
   B. Approval of September Accounts Payable (m)
   C. Approval of October Accounts Payable (m)
   D. Monthly Update

7. Old Business:

8. New Business:
   A. PEP Grant wrap-up report
   B. Cooperative/Combine Soccer Request Form (m)
   C. Levy
   D. Building Reports
   E. Canvas

9. Policies (m):
   First Reading:
   Second Reading: Policy 3122 Attendance Policy

10. Miscellaneous:

11. Agenda Items for October 24th Board Meeting to be held at District Office Board Room at 5:00 PM.
   A. Monthly Report
   B. Policies

12. Adjournment of Regular Board Meeting

The meetings of the Newport School Board are open public meetings and the public is welcome to attend and observe. While the board has set aside a portion of the meeting for audience participation and welcomes such participation at that time, the meetings are not a forum for public debate. If you wish to address the board during the designated audience time, please register with the board chair upon arrival. If, at any time during the meeting, you have questions or

NEWPORT SCHOOL DISTRICT
REGULAR MEETING
BOARD OF DIRECTORS

September 12, 2016

1. The Regular Meeting of the Board of Directors of the Newport School District was called to order by Director Wilson at 4:57 p.m. in the District Board Room.

2. Roll Call: Paul Wilson, Connie Moore, Jim Brewster, April Owen, Mitch Stratton, Board of Directors; Dave Smith, Superintendent and Debra Buttrey, Business Manager. There were 5 visitors in attendance.

3. Motion to approve the agenda, including the consent agenda:
Motion made by Director Owen, seconded by Director Brewster, to approve the agenda. Vote was unanimous.

4. Minutes of the regular meeting held August 22, 2016 were approved as read.

5. Consent Agenda:

A. New Hire:

Tina Spring	21st CCLC K-6 Academic Coach, 22hrs wk
Jack Clark	21st CCLC K-6 Academic Coach, 22hrs wk
Cassandra Robinson	21st CCLC K-6 Academic Coach, 16hrs wk
Gary Reese	21st CCLC 7-12 Academic Coach, 22hrs wk
Lori Green	Kindergarten Teacher
Chris Altmaier	M/HS Detention Supervisor
Alisa Vaughn	JV Volleyball Coach
Shannon Hansen	C Team Volleyball Coach
Shannon Hansen	MS Secretary
Adrian Bojorquez	HS Head Wrestling Coach
Krista Wilkinson	K-4 LAP Para Professional
Jayme Mathews	P-4 Math Para Professional
Diane Woolery	P-4 Math Para Professional
Tanya Furman	ES Title I/Math Teacher
Belinda Wayland	Concessions Manager

B. Resignation

Karen Cunningham	Elementary School Testing Coordinator
Bobbie Barranco	Elementary School Testing Coordinator
Kim Baumann	Elementary School Counselor

6. Individuals or Groups Wishing to Address the Board: Bob Eugene spoke to the Board about the use of Newport School District building's to help facilitate the upcoming bi-partisan candidate forums. Discussion was held.

7. Financial Reports (m) : Debra Buttrey

A. Approval of August Accounts Payable (m)

General Fund Warrant Numbers 214761 through 214825 in the amount of $78,748.68.
Motion to approve August Accounts Payable was made by Director Owen, seconded by Director Moore. Vote was unanimous.

B. Approval of September Accounts Payable (m)
General Fund Warrant Numbers 214826 through 214868 in the amount of $113,565.69.
Motion to approve August Accounts Payable was made by Director Owen, seconded by Director Moore. Vote was unanimous.

C. Mrs. Buttrey then went over the current enrollment numbers throughout the district.

8. Old Business: None

9. New Business:

A. ASB/Activities, Rhonda Burnham
Mrs. Burnham introduced Newport High School ASB Executive President Amanda Fox, who then gave a report on the planned events for the 2016 Homecoming Week. Discussion was held.

B. NAT Contract (m)
Mrs. Nichols gave a brief update of the changes to the NAT contract, adding that it was great to work with Mrs. Buttrey through this process. Discussion was held.
Motion to approve the NAT Contract was made by Director Owen, seconded by Director Brewster. Vote was unanimous.

C. Cooperative/Combine Cross Country Request Form (m)
Superintendent Smith told the Board that this is to combine the Cross Country teams at Cusick School District and Newport School District.
Motion to approve the Co-Op Request form made by Director Moore, seconded by Director Owen. Vote was unanimous.

10. Policies (m): There were no questions and the First Reading Policy was moved to Second Reading.

First Reading: Policy 3122 Attendance

Second Reading: Policy 2161 Special Education

The Board reviewed Policy 2161 as presented. Motion to approve Policy 2161 was made by Director Owen, seconded by Director Brewster. Vote was unanimous

11. Miscellaneous:

    Director Brewster informed those present that bubble wrap was actually invented as 3-D wallpaper.

12. Agenda Items for October 10, 2016 Board Meeting to be held at District Office Board Room at 5:00PM

    A. Financial Reports
    B. Policies

13. Hearing no objections, Director Wilson adjourned the Regular Board Meeting at 5:27 PM.

14. Executive Session, for the purpose to discuss a patron complaint, was called at 5:28 pm to last 30 minutes.

15. With no action taken, Executive Session was adjourned at 5:58 pm.

_____ _____

Chair/Vice Chair of the Board Secretary of the Board

_____

Date

NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number _____ Closing Date _____

Position Stratton Testing Coordinatr FTE Stipend.

RECOMMENDED CANDIDATE*: Shannon Prange

Supervisor's Signature

School Year 16-17
Recommended Start Date

*Please notify Human Resources prior to notifying the candidate of your recommendation.

Interviewed candidates not selected were all notified by: _____
(signature)

CANDIDATES INTERVIEWED:

1. Shannon Prange
2. _____
3. _____
4. _____
5. _____
6. _____

INTERVIEW TEAM:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)

1. indistrict applicant
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

For Personnel Office Use

Verifications:
- ☐ Certification/Endorsements
- ☐ Sexual Misconduct Release Form

HR Staff _____ Date _____

Approved by

Name _____ Date _____

School Board Approval on _____ (Date)

NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number _____ Closing Date _____

Position Stratton Testing Coordinator FTE Stipend

RECOMMENDED CANDIDATE*: Jamie Pancho

Supervisor's Signature

16-17 School Year
Recommended Start Date

*Please notify Human Resources prior to notifying the candidate of your recommendation.

Interviewed candidates not selected were all notified by: _____
(signature)

CANDIDATES INTERVIEWED:

1. Jamie Pancho
2. _____
3. _____
4. _____
5. _____
6. _____

INTERVIEW TEAM:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)

1. in-district applicant
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

For Personnel Office Use

Verifications:
- ☐ Certification/Endorsements
- ☐ Sexual Misconduct Release Form

HR Staff _____ Date _____

Approved by:

Name _____ Date _____

School Board Approval on _____ (Date)

NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number _____ **Closing Date** 9/26/2016

Position P-4 Instructional Assistan 30 min **FTE** 30 min 2:15 - 2:45

RECOMMENDED CANDIDATE*: Tracie Brown

[signature]
Supervisor's Signature

9/27/2016
Recommended Start Date

*Please notify Human Resources prior to notifying the candidate of your recommendation.

Interviewed candidates not selected were all notified by: _____
(signature)

CANDIDATES INTERVIEWED:

1. Tracie Brown
2. _____
3. _____
4. _____
5. _____
6. _____

INTERVIEW TEAM:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)

1. Tracie is currently in the P.4 job until 2:15.
2. Tracie is an in-district applicant
3. Tracie is highly-qualified for this position.
4. _____
5. _____
6. _____
7. _____
8. _____

For Personnel Office Use

Verifications:
- ☐ Certification/Endorsements
- ☐ Sexual Misconduct Release Form

HR Staff _____ Date _____

Approved by:

Name _____ Date _____

School Board Approval on _____ (Date)

NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number _____ **Closing Date** 9/12/2016

Position P-4 Instruct. Assistant **FTE** 6.75

RECOMMENDED CANDIDATE*: Diane Wooley

Supervisor's Signature

9/13/2016
Recommended Start Date

*Please notify Human Resources prior to notifying the candidate of your recommendation.

Interviewed candidates not selected were all notified by: _____
(signature)

CANDIDATES INTERVIEWED:

1. Diane Wooley
2. _____
3. _____
4. _____
5. _____
6. _____

INTERVIEW TEAM:

1. Michele Hastings
2. Jenny Erickson
3. _____
4. _____
5. _____
6. _____

Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)

1. trained in procedures for behavior intervention
2. familiar with expectations/procedures implement @ Straton.
3. references, education + experiences relate to job desc.
4. _____
5. _____
6. _____
7. _____
8. _____

For Personnel Office Use

Verifications
- ☐ Certification/Endorsements
- ☐ Sexual Misconduct Release Form

HR Staff _____ Date _____

Approved by:

Name _____ Date _____

School Board Approval on _____ (Date)

NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number _____ **Closing Date** 9/23/16

Position P-4 Para / Stratton **FTE** 7 hrs

RECOMMENDED CANDIDATE*: Amanda Smith

Supervisor's Signature

Friday, Sept 30, 2016
Recommended Start Date

*Please notify Human Resources prior to notifying the candidate of your recommendation.

Interviewed candidates not selected were all notified by: —
(signature)

CANDIDATES INTERVIEWED:

1. —
2. _____
3. _____
4. _____
5. _____
6. _____

INTERVIEW TEAM:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)

1. Amanda is an In District applicant interested in position
2. Amanda is highly qualified and has experience in
3. working w/ young learners.
4. _____
5. _____
6. _____
7. _____
8. _____

For Personnel Office Use

Verifications:
- ☐ Certification/Endorsements
- ☐ Sexual Misconduct Release Form

HR Staff _____ Date

Approved by:

Name _____ Date

School Board Approval on _____ (Date)

NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number_____ **Closing Date**_____

Position Long Term Substitute for School Counselor **FTE**_____

RECOMMENDED CANDIDATE*: Tracey Osso

Supervisor's Signature

October 11, 2016
Recommended Start Date

*Please notify Human Resources prior to notifying the candidate of your recommendation.

Interviewed candidates not selected were all notified by: _____
(signature)

CANDIDATES INTERVIEWED:

1. Tracey Osso
2. _____
3. _____
4. _____
5. _____
6. _____

INTERVIEW TEAM:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)

1. ESA Certified
2. Complete applicatin with quality recommendations
3. Experience as upper grade level School Counselor.
4. _____
5. _____
6. _____
7. _____
8. _____

For Personnel Office Use

Verifications:
- ☐ Certification/Endorsements
- ☐ Sexual Misconduct Release Form

HR Staff _____ Date _____

Approved by:

Name _____ Date _____

School Board Approval on _____ (Date)

Dear Jenny,

September 27, 2016

I am so sorry to inform you that I am going to have to resign from my position at Stratton Elementary as a Para-Educator. My husband's health issues are making it necessary for me to be at home to help him get that figured out. This has been a very hard decision for me; I really like my job and I love the kids! I would like for my last day to be October 14, 2016.

Regretfully yours,

Michelle K Hanley

Michelle Hanley

PAYROLL WARRANT REGISTER

NEWPORT SCHOOL DISTRICT Paydate September 30, 2016
Fund ID 1 General Fund Board Date October 10, 2016

Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the board.

As of October 10, 2016, the Board, by a _____vote, does approve for payment those vouchers included in the attached list and further described as follows: General Fund Warrant Number 214869 - 214939 for a total amount of $799,410.64

Secretary_____ Board Member_____

Board Member_____ Board Member_____

Board Member_____ Board Member_____

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of October 10, 2016, the board, by a _____ vote, approves payments, totaling $236,094.29. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 214940 through 215021, totaling $236,094.29

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
214940	Allied Fire and Security	09/30/2016	738.67
214941	ASCD	09/30/2016	369.00
214942	AWSP	09/30/2016	3,296.00
214943	Bockemuehl Family, Llc	09/30/2016	3,000.00
214944	Bonner Saw & Power Equipment	09/30/2016	127.86
214945	BSW	09/30/2016	510.63
214946	Concept Cable	09/30/2016	154.00
214947	Country Lane	09/30/2016	296.33
214948	DePartment Of Retirement	09/30/2016	17.82
214949	Natl Exp Durham Holding Corp	09/30/2016	641.65
214950	E3 Msr West	09/30/2016	310.95
214951	Ednetics	09/30/2016	11,562.29
214952	First Bankcard	09/30/2016	1,727.91
214953	First Bankcard	09/30/2016	697.03
214954	First Bankcard	09/30/2016	162.16
214955	First Bankcard	09/30/2016	1,492.83

Check Nbr	Vendor Name	Check Date	Check Amount
214956	First Bankcard	09/30/2016	896.70
214957	First Bankcard	09/30/2016	1,073.16
214958	First Bankcard	09/30/2016	2,714.43
214959	First Bankcard	09/30/2016	1,396.85
214960	First Bankcard	09/30/2016	1,419.64
214961	First Bankcard	09/30/2016	4,782.14
214962	First Bankcard	09/30/2016	595.53
214963	First Bankcard	09/30/2016	1,419.19
214964	First Bankcard	09/30/2016	696.63
214965	First Bankcard	09/30/2016	279.32
214966	First Bankcard	09/30/2016	1,767.46
214967	Fitness Equipment Doctors Inc	09/30/2016	753.20
214968	Focused Fitness	09/30/2016	3,500.00
214969	Follett School Solutions, Inc.	09/30/2016	3,064.98
214970	Forum For Youth Investment	09/30/2016	1,625.00
214971	Foundational Fitness, LLC	09/30/2016	3,899.00
214972	Goodsource Solutions	09/30/2016	2,442.85
214973	Great America Financial Servic	09/30/2016	130.03
214974	House Of Music	09/30/2016	1,930.08
214975	Kcda	09/30/2016	4,982.91
214976	Kersting, Katherine M	09/30/2016	286.00
214977	Leader Services	09/30/2016	282.80
214978	Maintenance Solutions Inc	09/30/2016	964.03
214979	New Esd 101	09/30/2016	300.00
214980	Newport High School	09/30/2016	50.00
214981	Newport Alarm	09/30/2016	333.02
214982	Newport Miner	09/30/2016	298.10
214983	Northwest Textbook	09/30/2016	3,341.42
214984	Oxarc	09/30/2016	115.98
214985	PCM Sales, Inc.	09/30/2016	9,670.66
214986	Pend Oreille County Treasurer	09/30/2016	10.00
214987	Person Electric Inc.	09/30/2016	2,018.58
214988	Phillips, Claudia	09/30/2016	742.50

Check Nbr	Vendor Name	Check Date	Check Amount
214989	Planet Turf/JCC Ltd.	09/30/2016	649.50
214990	Public Utility District No 1	09/30/2016	6,829.21
214991	Quill	09/30/2016	631.57
214992	Riddell Inc	09/30/2016	1,291.67
214993	School'S Out Washington	09/30/2016	100.00
214994	School-Connect	09/30/2016	854.93
214995	Selkirk Supply Inc	09/30/2016	185.89
214996	Shumski, Anthony Stephen	09/30/2016	1,329.05
214997	Silverwood Theme Park	09/30/2016	504.26
214998	Snap-on Industrial	09/30/2016	3,278.22
214999	Specialized Services Northwest	09/30/2016	807.00
215000	Trend Enterprises	09/30/2016	97.65
215001	Usip	09/30/2016	125,138.17
215002	Verizon Wireless - Bellevue	09/30/2016	695.43
215003	Wamoa	09/30/2016	460.00
215004	Wsipc	09/30/2016	1,410.00
215005	XEROX Financial Services	09/30/2016	1,635.59
215006	Anthem Sports	09/30/2016	1,148.58
215007	First Bankcard	09/30/2016	114.37
215008	First Bankcard	09/30/2016	132.84
215009	First Bankcard	09/30/2016	143.52
215010	First Bankcard	09/30/2016	510.87
215011	First Bankcard	09/30/2016	57.76
215012	First Bankcard	09/30/2016	29.34
215013	Inland Empire Mid-Level League	09/30/2016	130.00
215014	Kcda	09/30/2016	787.38
215015	Priest River Lamanna High Scho	09/30/2016	30.00
215016	Soccer.Com	09/30/2016	1,615.14
215017	Urm Food Service	09/30/2016	678.03
215018	Walsworth Publishing Company	09/30/2016	693.00
215019	Walters Fruit Ranch	09/30/2016	450.00
215020	Eastern Washington University	09/30/2016	700.00
215021	Newport Miner	09/30/2016	88.00

Check Nbr	Vendor	Name		Check Date	Check Amount
	82	Computer	Check(s) For a Total of		236,094.29

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	82	Computer	Checks For a Total of	236,094.29
Total For	82	Manual, Wire Tran, ACH & Computer Checks		236,094.29
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	236,094.29

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	14,282.57	0.00	214,502.89	228,785.46
40	Associated Stude	-85.21	0.00	6,606.04	6,520.83
70	Private Purpose	-6.69	0.00	794.69	788.00

WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION

435 Main Ave South, Renton, WA 98057 | (425) 687-8585 | Fax (425) 687-9476

COOPERATIVE/COMBINE REQUEST FORM

ALLOCATION CYCLE: 2016-20

SCHOOL NAME	LEVEL (HS, JH, MS)	CLASSIFICATION
Newport	HS	1A
Cusick	HS	1B
.	Level	Choose one

SPORT	BOYS OR GIRLS
Soccer	Boys & Girls
Please submit a separate form for each program request, unless all, then write all.	**COMBINE OR COOPERATIVE**
	Combine

FOR ***COMBINED PROGRAM*** ONLY:

NEW CLASSIFICATION WILL BE:	1B ☐ 2B ☐ 1B/2B ☐ 1A ☒ 2A ☐ 3A ☐ 4A ☐

MAIN ATHLETIC DIRECTOR CONTACT:

NAME	PHONE	EMAIL
Geoffrey Pearson	**(509) 447-2481**	pearsongeoff@newportgriz.com
HIGH SCHOOL ONLY: Combine School Formal Name: (To be used in State Tournament Program and League Standings. All participating schools' names must be listed.)	Newport HS	
League name in which the Combine program will participate in:	NE "A" League	
Combine program fees to be covered by: This is in regards to the annual membership fee for offering the sport/activity so that both schools don't pay for offering a combined program. Questions? Contact Alli Krous: akrous@wiaa.com	☐ Split 50/50 ☐ Covered by: Type school name here ☒ Other: **Paid by percentage of athletes**	

COMBINED ENROLLMENT:	337.88		**VERIFIED BY WIAA STAFF:**		
SUBMITTED BY:	Geoffrey Pearson	**SIGNATURE OF SUBMITTER:**		**DATE:**	10/3/2016

SIGNATURES OF APPROVAL (all signatures required before submitting to WIAA office)

SCHOOL NAME	SCHOOL BOARD PRESIDENT SIGNATURE	DATE	LEAGUE PRESIDENT SIGNATURE	DATE
Newport		10/10/16		
Cusick				

WIAA DISTRICT DIRECTOR SIGNATURE	WIAA DISTRICT	DATE

WIAA OFFICE USE ONLY

☐ Approved for school year(s): _____	☐ Denied	☐ Decision pending. Additional information is required.
WIAA Assistant Executive Director Signature:		**Date:**

SECOND READING

POLICY 3122

ABSENCES

Excused and Unexcused Absences

Excused and Unexcused Absences
Students are expected to attend all assigned classes each day. Upon enrollment and at the beginning of each school year, the district shall inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents and guardians in correcting truancy. The district will also make this information available online and will take reasonable steps to ensure parents can request and be provided such information in languages in which they are fluent. Parents will be required to date and acknowledge review of this information online or in writing.

Excused Absences
Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be appropriately absent from class. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district:

A. The following are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
3. Family emergency, including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and

10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

A. 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.

B. 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 attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. 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 and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

Unexcused Absences

A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.

B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.

C. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences.

D. A conference with the parent or guardian will be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.

E. Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance

requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

F. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

G. All suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition.

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

Students dependent pursuant to Chapter 13.34, RCW
A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that student and adults involved with that student. Adults includes the student's caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and/or the person providing placement for the student. The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues, and the student's unavoidable appointments that occur during the school day. The representative or staff member must proactively support the student's management of their school work.

Cross References:	3120 - Enrollment
	3230 - Student Privacy and Searches
	3240 - Student Conduct Expectations and Reasonable Sanctions
	3241 - Classroom Management, Discipline and Corrective Action
	4218 - Language Access Plan
Legal References:	Chapter 28A.225 Compulsory school attendance and admission
	RCW 13.34.300 Relevance of failure to cause juvenile to attend school to neglect petition
	WAC 392-400-325 Statewide definition of excused and unexcused daily absences.

Management Resources:

2016 - July Issue

2015 - June Issue

2012 - December Issue

2011 - December Issue

Policy News, June 2001 More Tweaking of Becca Petitions

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