



**CHENEY HIGH SCHOOL**  
460 N. 6<sup>th</sup> Street  
Cheney, WA 99004

(509) 559-4000 Phone  
(509) 559-4005 Fax  
[www.cheneysd.org](http://www.cheneysd.org)



## **DEAR PARENT/GUARDIAN,**

Cheney High School will be making a special effort to ensure that all students fully benefit from their education by attending school regularly. Consistent attendance helps children feel better about their themselves, their classes, and increases achievement at school and at work. We want students to develop healthy attendance habits early to promote success for life beyond CHS doors.

## **DID YOU KNOW?**

- 👁 Students can fall behind in their classes by missing 2-3 days every month (excused/unexcused absences).
- 👁 Absences can affect the whole classroom when teachers have to slow down their lessons in order to catch students up who have been absent.
- 👁 By being present in school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- 👁 By 9<sup>th</sup> grade, student's attendance records are a better predictor of graduation rates than their test scores.

## **WHAT WE NEED FROM YOU**

We miss your student when they are absent and we value their presence and contributions to our school. We ask for your help to ensure that your student attends regularly to be successful in school. If you need your student to sign out and you are not able to come in to the building, please call or email at least one hour prior to the time they are needed. Your student will not be allowed to leave their class until their teacher gets the proper notification from me. If your student needs to miss school for any reason, please make sure to call or email the attendance office within 48 hours of the absence to excuse it. Any absences further back than the previous week will have to be excused by an Administrator.

### ***please provide:***

- 👁 The student's first and last name
- 👁 Date of absence
- 👁 Reason (*If your student missed school due to an appointment, we ask that you provide documentation from the clinic or provider if possible*)

**CHS Attendance Office**

**[chsattendance@cheneysd.org](mailto:chsattendance@cheneysd.org)**

**(509) 559-4002**

## **SCHOOL POLICIES AND STATE LAWS**

It is important that you understand our district's policies and procedures as well as Washington State Law to ensure your student is successful in school. The Washington State Attendance Law, also known as the Becca Bill, requires school-age children to regularly attend a public school, private school, or a district-approved home school program. Attached is further information on our district's attendance policies and the Washington State Attendance Law.

# Attendance and Truancy Legal Requirements

## Middle & High School Students

<b>WHEN SCHOOL WILL CONTACT A PARENT/GUARDIAN</b>	<b>ACTION FROM THE SCHOOL</b>
Beginning of school year	Informational letter sent home.
After <u>1</u> unexcused absence	Automated phone call & email home.
After <u>3</u> unexcused absences in a month	Letter sent home & possible conference scheduled with administration.
Between <u>3 and 7</u> unexcused absences in a month	The school will be observing student data to take informed steps to reduce absences.
After <u>7</u> unexcused absences in a month OR After <u>15</u> unexcused absences in a year	School is required to: <ul style="list-style-type: none"><li>• Send a letter home</li><li>• Refer student to the Community Engagement Board (CEB)</li><li>• File a Stay Petition with Juvenile Court</li></ul>
If absent <u>15% or more</u> of the school year <b>**excused AND unexcused absences**</b>	Letter sent home and <u>doctor's note required</u> (Dr/Dentist/Counselor/etc.) to excuse any further absences.  (Please try to provide doctor's notes for any appointments throughout the year as these absences will not count towards the 15% total)
After <u>10</u> minutes late to class	If a student is 10 or more minutes late to class, it is an <u>absence</u> (or truancy, if not just arriving late to school). Students can grab an attendance correction slip from me if the absence is believed to have been entered in error.



### DO YOU HAVE AN 18 YEAR OLD?

It is important that you know, even after your child turns 18, they are **not** allowed to excuse their own absences or sign themselves out of school. As long as they are at CHS, you are still their guardian and responsible for using your best efforts of getting them to school and following proper procedure when it comes to attendance. Thank you for your continued assistance in this matter!