

Alcott Elementary Attendance Policy & Procedures

On Time and Here

We need your kiddos here and on time, each and every day so that we can help them do their best. Please use school calendar breaks for extended trips to ensure students are in school.

- The Office of Superintendent of Public Instruction notes, "Students that miss just two days a month for any reason are more likely to not read at grade level, and more likely to not graduate."
- Did you know? When learning foundational reading skills, the typical student requires 4-14 repetitions, with some needing 14-40. Missing school interrupts this.
- Completing missed assignments without instruction and interaction does not duplicate learning.
- Quizzes, tests, projects, group activities, partner tasks, and more cannot often be made up.
- Student report cards note absences, tardies, and can include missing scores noted as a result of attendance.



Tardies

Being late interrupts learning for all students. It is impactful to the student who is late and the learning in the classroom that is paused when a student arrives. To ensure your student is unpacked and ready to learn, they should be here by 9:15am and ready for class to begin at 9:20. Students are tardy if they arrive in the lot or get out of the car at 9:20am. Alcott parents/guardians, please model responsibility and timeliness as an important life skill for students to practice at this age. Being on time for pick-up also shows CAREs.

Absence Communication Procedure

If your child will be absent from school, a parent/guardian needs to either email AlcottAttendance@lwsd.org or call the school attendance line (425-936-2491) before 9:20 AM & email the classroom teacher. Please spell out first and last name, grade, teacher, and excusal reason.



Late Arrival Procedure

email AlcottAttendance@lwsd.org or call the school attendance line (425-936-2491) before 9:20 AM & email the classroom teacher. Please spell out first and last name, grade, teacher, and excusal reason.

- An adult must accompany the student to sign in at the office for a late slip.
- Students will then go to their classroom independently or with office assistance if needed.

For safety and security purposes, parents/guardians/caretakers are not allowed to walk the campus to various classrooms except for pre-arranged situations.

Early Dismissal Procedure

We are aware that, on occasion, emergencies and appointments may require you to have your child dismissed before the end of school.

- Email AlcottAttendance@lwsd.org and the teacher with the student's name and time of dismissal. Please keep in mind what time recesses are for your student.
- Parents/Guardians must come into the office to sign their child out before early dismissal.
- Students cannot wait outside for parents to drive by, and parents may not go directly to the classroom.
- If someone other than a parent/guardian will be signing the child out of school, please send a signed authorization to the office that morning.
- We do not allow students to be picked up early on a regular basis because of the disruption in learning of both your child and their classroom. PLEASE ONLY CALL SCHOOL WITH AFTERNOON CHANGES IF IT'S ESSENTIAL and not daily. Thank you!

Extended Absences (5 days or more)

Family vacations are special times, but we ask that they occur during school year breaks (Dec/ Feb/ April/ June/ July/ August). Student achievement & classroom attendance are directly and positively related. We cannot duplicate what happens in the classroom by only making up written work. Written work is practice or an extension of what is taught and discussed during the lesson in class. Teachers will determine materials to hold onto or provide upon return. The report card and comments will note the absences and the impact on ungraded areas. *Please note that teachers are not required to provide classwork or assignments in advance of an absence.*

Extended Absences Procedure

For extended absences (5 days or more), your child's teacher will provide you with a **Pre-Arranged Extended Absence Request & Plan** to submit. This plan is also located on the Alcott website.

-The request is then submitted at least 1 week prior to the teacher & office for principal approval.

-Excused absences that are pre-arranged with notification or supported by a doctor's note will not count towards the attendance letter count. However, if we determine a student has chronic attendance issues, we will schedule a meeting or ask for families to complete a plan to support. Involvement with district BECCA coordinator can also occur. Chronic attendance issues are defined as being absent 10% of school days.

State Law

The Washington Truancy law, the BECCA bill, <http://www.wsipp.wa.gov/rptfiles/BeccaTruancyES.pdf> requires students by law to be in school unless excused. This law can apply to elementary school aged students when they are excessively absent even if they are excused. *Washington State law requires that all children, from age 8 to 17, attend school. This law also applies to children ages 6 and 7 if the parent/guardian enrolls the child in public school. Regular attendance is a major factor in determining a child's success in school and helping them to perform well academically.*

Attendance Letters

- Attendance letters will be sent to students along with scheduling a conference for those who have 5 excused absences in a 30-day period. *Excused absences that are supported by a doctor's note will not count towards the attendance letter count or conference requirement. Teachers will provide the Extended Absence Request & Plan if 5 days or longer.*
- Attendance letters will be sent to students along with scheduling a conference for those who have 10 excused absences in a school year. *Excused absences that are pre-arranged with notification or supported by a doctor's note will not count towards the attendance letter count or conference requirement. Teachers will provide the Extended Absence Request & Plan if 5 days or longer.*
- Attendance letters will be sent to students along with scheduling a conference for those who have 3 unexcused absences in a 30-day period.
- 7 unexcused absences in any month or ten unexcused absences within the school year: The school/district may file truancy petitions with the Juvenile court.
- **We will continue to monitor student tardies using the 10% threshold and notify families in November, February, and April. This practice will remain the same along with our goal of reducing school wide tardiness.**



On the following 2 pages please view the Pre-Arranged Extended Absence Request & Plan

Lake Washington School District

Elementary Pre-Arranged Absence Request (5 Days or Longer)



Parents must complete and submit to teacher at least 1 week before absence.

Regular school attendance is a necessity for mastery of the educational program provided to students of the district. As such, students are expected to attend all assigned classes each day. Please consult the district calendar to plan vacations during scheduled school breaks. Students may be excused from attendance subject to approval by the student's parent and the school principal or designee based on valid excuse criteria outlined in regulation 3121 policy. If families have prior knowledge that their student will be absent, they may pre-arrange for the absence to be excused. If the pre-arranged absence will result in the student being considered chronically absent the pre-arrangement process must include a plan indicating how the student will maintain sufficient educational progress. See page 2 for this plan.

According to district policy your child is automatically un-enrolled after 20 consecutive school days. For re-enrollment, we make every effort to place your child back in the same classroom, but not guaranteed. Based on time missed, teachers may not provide a grade if assessments and classroom learning experiences are missed. Report cards and comments will also reflect extended absences. Please note that teachers are not required to provide classwork or assignments in advance of an absence.

Student Name:		Date Leaving:		
Teacher Name/Grade:		Date Returning:		
Number of School days that will be missed	+	Number of absences student has to date	=	

Reason for absence:

- ☐ Extended Illness or Health Condition
- ☐ Family Emergency
- ☐ Other Related Excused Absences (defined in 3121 board policy)
- ☐ Medical Appointment
- ☐ Religious or Cultural Purposes/Observance of a Religious Holiday
- ☐ Judicial Proceeding
- ☐ Parental-Approved Activity (please describe in detail below for admin review and approval)

If excused, please keep up with schoolwork while away to reduce negative educational impact!

Parent/Guardian Signature: _____ Date _____

Administrator/Designee Signature: _____ Date _____

Absences will be marked: ___Excused ___Unexcused

***Once signed and completed, please share & submit this to classroom teacher for office review**

District/Alcott Online Materials Resources?

*Many of the online curriculum access links are located on the Students & Families section of the district website. <https://www.lwsd.org/students-families/for-students-and-families>

Please check with your child's teacher for additional usernames and passwords as applicable. Items vary per grade and can adjust over the course of the school year.

Visit the Alcott Library Website Links: Catalog, KCLS, Destiny Discover, K-5 Research/Homework, Good Books, Tutor.com, and more. <https://alcott.lwsd.org/academics/library>
kcls.org/students/ **Student Account:** 414 followed by student ID# **Pin Number:** last 4 digits of ID#

Alcott Pre Arranged Absence Plan (5 days or longer)

STUDENT NAME:		EXPECTED LEAVE DATE:	
TEACHER/GRADE:		EXPECTED RETURN DATE:	

Teachers use professional judgment to adjust and modify curriculum pacing. Please be aware that items will vary based upon the curriculum calendar, grade level (primary vs intermediate), and length of time a student is absent.

Prior to Student Return, please note what your student completed on this plan as applicable to help with the return to school transition. Teachers will determine materials to hold onto or provide upon return. Thank you!

READING

**See teacher newsletter/communication shared regarding lessons and topics covered. Variations per grade/classroom.*

Other Teacher Notes if Needed:

Parent/Student Notes Items Completed:

MATH

**See teacher newsletter/communication shared regarding lessons and topics covered. Variations per grade/classroom.*

Other Teacher Notes if Needed:

Parent/Student Notes Items Completed:

WRITING

**See teacher newsletter/communication shared regarding lessons and topics covered. Variations per grade/classroom.*

Other Teacher Notes if Needed:

Parent/Student Notes Items Completed:

SOCIAL STUDIES

**See teacher newsletter/communication shared regarding lessons and topics covered. Variations per grade/classroom.*

Other Teacher Notes if Needed:

SCIENCE

**See teacher newsletter/communication shared regarding lessons and topics covered. Variations per grade/classroom.*

Other Teacher Notes if Needed:

Parent/Student Notes Items Completed:

Music & Health/Fitness Activities *(Lessons may be posted for viewing access. Varies per teacher.)*

-Cultural Music Festivals. Create a song about the trip or analyze music/instruments connected to various cultures within the location visiting. Plan for physical activity every day: walk, run, visit a gym, play etc.

Other

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