



For our children, our community, our world, our future

CHENEY PUBLIC SCHOOLS



Dear Parent/Guardian,

Salnave Elementary is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school – and themselves. You and your student can start building attendance habits early so they learn right away that going to school on time, every day is important!

DID YOU KNOW?

- Too many absences (excused and unexcused) can cause children to fall behind in school.
- Students can still fall behind if they miss just a day or two days every few weeks.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.

***If your student is absent, please contact:**

Lisa Holtan
Attendance Secretary
(509) 559-4702
salnaveattendance@cheneysd.org

If your student was absent due to an appointment with a professional provider, please bring a note from the provider. Absences are excused with a provider note and do not count toward the 15% total of E/U absences.

WHAT YOU CAN DO FOR YOUR STUDENT TO SUPPORT HEALTHY HABITS

- Set a regular bedtime and morning routine for your student (students need an average of 8-10 hours, or more, of sleep at night)
- Encourage technology to be turned off at least one hour before bed time.

WHAT YOU CAN DO AS A PARENT TO SUPPORT YOUR STUDENTS SUCCESS

- Don't let your student stay home unless he/she is truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up.
- Keep track of your student's attendance- Missing more than 9 days in a semester could put your student behind.
- Talk to your student about the importance of attendance.
- Talk to your student's teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

SCHOOL POLICIES AND STATE LAWS

It is important to understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires school-age children to attend a public school, private school, or a district-approved home school program.

Attendance and Truancy Legal Requirements for <u>Elementary Students</u> From the Office of Superintendent for Public Instruction Attendance, Chronic Absenteeism, and Truancy OSPI (www.k12.wa.us)	
The school will contact parent/guardians:	Action that will be taken by the school to support your student's attendance:
Beginning of school year	Information letter including facts regarding attendance is sent to parents/guardians/students/families
After 5 <u>excused</u> absences in a month OR > 10 <u>excused</u> absences for the year	Schedule <u>excused attendance</u> conference with parent and student. (Purpose: Identify barriers to attendance and support/resources available to assist the family. A conference is not required if a doctor's note has been provided or the absence has been prearranged)
After 1 unexcused absence	Phone call or written notice
After 3 unexcused absences in a month	Schedule Conference with parent and student.
Between 2 and 7 unexcused absences in a school year	The school will observe student data to take informed steps to reduce student absences. Convene IEP or 504 team, if necessary.
No later than 7 unexcused absences in a month	School/District will do one of the following: - Enter into an agreement with parent/guardian and student - Refer student & parent/guardian to Community Engagement Board (CEB) - File petition
After 7 unexcused absences in a month and not later than 15 cumulative unexcused absences in a school year	File truancy petition with Juvenile Court. (CEB, if not completed yet)
*Unexpected or excessive absences for youth who are dependent	Review unexpected/excessive absences with youth and adults involved in student's education.

Excused/Unexcused Attendance Policy and Procedure for Cheney School District:

Policy 3122: Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the listed criteria for an excused absence.	The following are valid excuses for absences: ● Participation in a District or school-approved activity or instructional program ● Illness, health condition or medical appointment (medical, counseling, dental or optometry) ● Family emergency ● Religious or cultural purpose including observance of a religious or cultural holiday ● Court/judicial proceeding ● Post-secondary interview ● Absence directly related to the student's homeless status ● Absence resulting from a disciplinary/corrective action ● Principal and parent/guardian agreed upon approved activity
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Procedure 3122: Truancy/unexcused absences include absences from school, class or assigned activity without the knowledge and consent of parent/guardian or school authorities, and/or absences that are deemed to cause a serious adverse effect upon the student's educational progress (RCW 28A.225.010). Additionally, if a student is absent in excess of 15% of the days of attendance, the principal may require a doctor's note for future absences or the absences will be considered unexcused.	Unexcused absences occur when: • The parent, guardian or adult student submits an excuse which does not meet the definition of an excused absence • The parent/guardian fails to submit any type of excuse statement for an absence.	If a child's excused and unexcused absences total exceed the maximum 15% allowed by the Cheney School District guideline (in accordance with Washington State Compulsory Attendance Law), <u>a note is required from a physician or health care professional to excuse any further absences due to full day absences, early dismissals, and/or late arrivals.</u>
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We miss your children when they are gone, and we value their contributions to our school. We need your help to ensure that your student attends regularly and is successful in school.

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges.

If assistance is needed to find support or resources to encourage student attendance, please call or email Celina Brennan at cbrennan@cheneysd.org or (509) 559-4700. We are happy to help in any way that we can!

For further information about school procedures regarding attendance, please review the online student handbook.

Sincerely,

Celina Brennan, Principal

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