

**ENUMCLAW HIGH SCHOOL**  
**2017-2018**  
**ATTENDANCE POLICIES AND PROCEDURES**

**Attend Today! Achieve Tomorrow!**

The Enumclaw High School faculty, administration, and community believe that regular and punctual attendance at school is vitally important for students to achieve maximum benefit from the school program and to be prepared for the real life requirements in the world of work. Student mastery of course content and achievement of academic objectives through participation in class activities and student/teacher interaction are of extreme importance.

Each teacher will determine to what degree attendance and classroom participation are related to the goals and objectives of each class. Teachers shall communicate to students, and have on file in writing, the extent to which absences or lack of class participation may be reflected in course grades or credit.

Good attendance helps students do well in school and eventually in the workplace. Excused and unexcused absences easily add up to too much time lost in the classroom. Students are at risk academically if they miss 10 percent of the school year. Even missing two (2) days a month can impact a student and reach the "chronic absenteeism" mark. Both excessive excused and unexcused absences can affect learning. Enumclaw High School encourages families to make medical, dental, orthodontist and other appointments outside of the school day.

Remember **Attend Today, Achieve Tomorrow!**

RESOURCES:

[Office of Superintendent of Public Instruction](#) [U.S. Department of Education](#) [Attendance Awareness Campaign](#)

**Absence Reporting Procedures**

Full day absences need to be excused within 24 hours. Please follow these absence reporting procedures to excuse absences.

- E-mail the Attendance Office at [ehsattendance@enumclaw.wednet.edu](mailto:ehsattendance@enumclaw.wednet.edu)
- Fax notes to 360-802-7676. Attention: Attendance Office
- Submit a written note addressed to the Attendance Office.
- In person contact
- Leave a phone message at 360-802-7699.

When reporting any absence please include the following information:

- Student's first and last names.
- Day(s) of the absence(s).
- Reason for the absence(s).
- Parent/guardian full name and contact information.

Attendance Office Secretary - Tammi Anderson: 360-802-7699 [ehsattendance@enumclaw.wednet.edu](mailto:ehsattendance@enumclaw.wednet.edu)

Assistant Principal ([Paul Iacobazzi](#)) 360-802-7678 [paul\\_iacobazzi@enumclaw.wednet.edu](mailto:paul_iacobazzi@enumclaw.wednet.edu)

**Excused Absence**

An excused absence is a student absence from school at the discretion of the parent/guardian. If the absence is not cleared within the 24 hour timeline, it will be declared an unexcused absence. Students who arrive at school more than ten minutes late must check-in at the Attendance Office before going to class. This will be considered an absence for that period.

Following is a list of reasons for an excused absence:

- *Administrative action* – includes disciplinary action and students with other office personnel
- Bereavement (written note from parent required)
- *Legally required appearances* – court-related absence, jury duty (court documentation required)
- *Medically related* – illness, health condition, medical/dental appointments, mental health appointments, hospitalization; other medical related treatment prescribed by a physician.

Absence must be clearly documented by the medical professional that indicates the specific time and date of office visit(s) or that verifies full-day absences were medically necessary.

- *Pre-arranged absence* - Enumclaw High School would like to support students and families in those educational opportunities that exist outside the school. Complete the pre-arranged absence form available in the Main Office.
- *Religious purposes* – observance of religious holidays (written note from parent required)
- *School-related absences* - field trips, activities, and/or athletics.

*Make up work:* Teachers will give students the opportunity to complete and receive credit for all assigned work\* missed during an excused absence. Students will assume the responsibility of obtaining and completing the missed class work within the timeline established by the teacher.

\*However, for *excused* absences 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.

### **Unexcused Absence**

An unexcused absence is an absence that has not been cleared by the parent and student within 24 hours (one school day) of the absence. Administrative action can convert these absences to truants. (See **Truant Absence** below)

*Make-up Work:* Teachers will give students the opportunity to complete all assigned work missed during unexcused absences. Students will assume the responsibility of obtaining and completing the missed class work within the timeline established by the teacher. Work that is missed during an unexcused absence may not receive credit at all. This will be determined by the individual teacher.

### **Early Dismissal Procedure**

Any time a student is at school and leaves before the end of their regularly scheduled school day, it is an early dismissal. Students must check out of school through the attendance office prior to leaving or they will be considered truant. The attendance office will verify that they have proper parent/guardian permission. Students with an approved early dismissal must leave campus at the dismissal time. If they remain on campus they will be considered truant if they are not in their scheduled class. For early dismissal, the attendance secretary will give the student a slip to dismiss him/her from class. Notes for early dismissals for appointments must be presented to the Attendance Office on or before the day the student plans to leave early. If this procedure is not followed it will be considered truant.

Any phone calls or notes to excuse students from end of day assemblies must be made or submitted no later than 30 minutes prior to the assembly or students will not be allowed to leave campus

### **Student Release during Emergencies**

When the school is operating under emergency conditions, such as during/after an earthquake, fire evacuation, and other incidents that disrupt the normal school routine for the entire school, it is necessary to implement emergency procedures for the release of students. Students are not to use cell phones during such emergencies.

Under these conditions:

- 1) All students must check out through the Attendance Office/Designated Area prior to leaving. This includes students who are normally released early as well as students with already approved early dismissal notes.
- 2) **We will not release students by phone.** A parent or a pre-designated emergency contact person must come to the Attendance Office/Designated Area and sign the student out of school.