

Attendance Policies & Procedures

Safe Arrival Line 206-463-2882 ext 2
Lance Morgan 206-463-2882 ext 400
Gillian Callison 206-463-2882 ext 401

Absences

A well-planned learning environment provides educational opportunities for the student every day. If a student is absent or tardy, they will be losing those educational benefits. Many times it is impossible to make up the experience in its entirety, since gaining from experience is directly related to the group involvement during regular class sessions.

It is expected that students will attend class on every school day. Teachers will take attendance when the second bell rings at 9:10am and for afternoon kindergarten at 1:00pm (no bell rings at this time). Students who arrive at or after this time are late and will need to sign in at the office.

Parents/guardians should call the Safe Arrival Line before 9:30am on the day their student is absent from school unless it is a Prearranged Absence. If parents/guardians do not make telephone contact on the day of the absence, a note of verification is required from the parent or guardian in order to excuse the absence. Notes excusing absences must contain the date of absence, reason for absence and signature of parent or guardian.

Excused Absences: Absences from school shall be excused for the following reasons as per Board policy and RCW 28A.225:

- Illness
- Doctor or dental appointment
- Extreme family emergency
- Established religious holidays
- Pre-arranged family absences
- Absence resulting from disciplinary action
- ***All other absences are unexcused.***

Unexcused: RCW 28A 225 requires the following actions when students have an unexcused absence (Becca Bill)

- For the first unexcused absence, the school will notify the parent or guardian by phone or in writing.
- For the second unexcused absence, the school will send written notification to the parent or guardian initiating a conference with the parent or guardian and the student.
- For the seventh unexcused absence in any month or the tenth unexcused absence in the school year, a truancy petition must be filed with the juvenile court. The parent or guardian and the student will be notified of the juvenile court hearing date and time. Hearings are held in the King County Juvenile Court in Seattle.

Prearranged Absences

Chautauqua Elementary School staff and administration strongly discourage families and students from taking vacations or extra days off during the school year. Missing class time for any reason impacts learning, and possibly achievement and grades. However, if your family intends to prearrange absences, keep the following in mind:

- Parents must obtain and complete a Prearranged Absence Form and have it signed by the teacher. The parent is responsible for then turning it into the office.
- This form is required for any absence not due to illness or medical/dental appointment, regardless of the duration.
- The form must be turned into the office PRIOR to the absence.
- It is Chautauqua's policy not to require teachers to prepare homework in advance of a prearranged absence. However, individual teachers may be willing to make arrangements. Please speak to your child's teacher when getting them to sign the form for more details.