Glacier Peak High School
Attendance Office Information

Use this number to **leave a message** 24 hours a day regarding your child's absence.

360-563-7505

When reporting an absence, either in writing or via the telephone, please leave the following information:

- Student Name and Grade Level
- Dates and times of absence(s) (i.e.: all day or periods 1-4)
- Reason for absence
- Your name and relationship to the student

An absence will be considered excused when a written note or phone call is received from a parent or legal guardian to the attendance office within 48 hours of the absence.

To avoid classroom disruption and to make it easier for parents: students who will have an early dismissal from school for any reason should bring a note to the attendance office before school. Students will be given a pass to leave class and can meet parents outside the school building.

GPHS ATTENDANCE PROCEDURES AND DEFINITIONS

The goals of the Student Attendance Procedures are:

To allow students to have a positive and rewarding experience in school while holding students responsible for attendance.

To provide an accurate and efficient record keeping system for staff and students

Classroom attendance is a priority at GPHS; therefore, students are expected to attend daily unless there is a legitimate reason for the absence.

Absence Definition: A student who misses ten or more minutes of a class is considered absent.

Excused Absence: An absence will be considered excused when a written note or phone call is received from a parent or legal guardian by the attendance office within 48 hours of the absence. Acceptable excuses for absences include illness, medical/dental appointments, family emergencies, and other events mutually agreed upon by parents and school officials. **Students failing to follow through with ensuring their absences are excused may not earn credit for assignments competed, due, or assigned during the time of absence.**

Unexcused Absence: An absence will be considered unexcused if a note is not submitted with parent signature, or parent phone call is not received within the time limit. We encourage students/parents to submit a late note or phone call as this reflects parent awareness on a student's attendance record.

State Mandatory Attendance Law - Becca Bill: According to RCW 28A.225 schools are required to petition the juvenile court on students who accumulate five unexcused absences in a calendar month or ten unexcused absences in a school year if the school district's interventions have not been successful in eliminating unexcused absences.

Attendance Interventions (may include, but are not limited to): computer-generated letters will be sent to the address on the student's record following the 6th and 11th absences. Total absences by period will also be listed on every grade report. Computer-generated phone calls will be made each day to students with unexcused absences. Other interventions may include counselor or administrator conference, attendance contract, or parent conference. Parents and students may request attendance reports in the Attendance Office, or by calling (360) 563-7505. Please call with the phone number you prefer we use for attendance notification. (6th absence results in a conference with administrator and the 11th absence means a Loss of Credit conference with an administrator and parent phone call.)

Consequences: A student who exceeds 10 total absences in one or more classes in a semester will not be eligible to receive credit in those classes. Students wishing to request credit reinstatement due to extenuating circumstances may do so with his/her administrator. Students choosing not to request credit reinstatement will lose credit for the course, but will remain in class to enhance their education Skipping classes or having excessive unexcused absences will be treated as a discipline issue. Consequences may include, but are not limited to: Detention, Friday School, Attendance Contract, or a Becca Bill referral.

School-Related Absence: School-sponsored and approved activities, including field-trips and ASB assembly planning will not be counted in the student's total absences. When School related absences begin to interfere with the successful academic performance or class participation of individual students, teachers are to refer the student to the counselor or administrator to assess priorities and discuss expectations for future absences.

Pre-Arranged Absence: Early Dismissal: If a student needs to leave campus during the school day, the student must check out through the attendance office before leaving the school grounds. Phone or note approval from the parent (preferably before the school day begins) is required before the student is issued a pass to leave. Glacier Peak High School is a closed campus. Students who leave school without signing out through the attendance office will be subject to disciplinary action.

Tardy Procedure: Teachers at Glacier Peak will integrate a tardy policy into their course expectations. If a student is chronically tardy, the teacher will refer the student to the appropriate administrator for disciplinary action.