

## Attendance

Regular daily attendance is a contributing factor to success in school and is the prime responsibility of the student and parent. Absences are a disruption and can impair a student's academic growth. We may not be able to serve students who are chronically absent from school.

**Excused Absence:** When a student is absent, parents must call or email the school office and the classroom teacher by 9:00 A.M. so that we can maintain proper communication between school and home. If notification is not received, the absence will be recorded as unexcused.

A student absence will be considered "excused" with parent notification only for the following reasons:

1. Illness or accident recovery
2. Medical/dental appointment
3. Impassable roads/weather
4. Bereavement
5. School policy
6. Pre-arranged absences

**Unexcused Absence:** An unexcused absence includes the following:

1. Any absence where proper notification does not occur (as described above under excused absences or below under pre-arranged absence)
2. Personal business (work, hair appointment, shopping, movies)
3. Oversleeping

A student who has five or more unexcused absences within a 30-day period or 10+ unexcused absences in a school year is considered truant by Washington State standards. After three unexcused absences, parents/guardians may be required to attend a School Attendance Improvement Conference with the teacher and administrator. During this meeting, discussion will cover what might be keeping your child from coming to school and what can be done to help. Unexcused consecutive absence of 10 days may result in grade retention or removal from school.

**Excessive Absences:** Excessive absences have a detrimental effect on a student's engagement and learning and can impact their ability to master grade level material and pass to the next grade. After 9 absences in a semester, the administration may contact parents to discuss reasons for absences and how to increase attendance. If there are 18 or more absences for the school year, a conference may be required to discuss the student advancing to the next grade level.

**Make Up Work:** In the case of any absence, it is the responsibility of the parent/guardian and student, not the teacher, to follow through on missed assignments. In grades 3-8, Gradelink is a useful tool for checking missing work. For an excused absence, the student will have two school days for every school day missed (with a maximum of five (5) school days) to make up work.

<u>Excused Absence Formula:</u> 2 schools days/ 1 day excused absence; Maximum 5 school days to turn in work.
Example A: 1 Day Absent: Abs Monday Return Tuesday Work due Thursday
Example B: 2 Days Absent: Abs Mon & Tues, Return Wed. Work due Tuesday
Example C: 5 Days Absent: T, W, Th, F, M; Return Tues 10 <sup>th</sup> work due Tues 17 <sup>th</sup>

Work assigned prior to the absence is to be turned in on assigned schedule or the day of return from absence. Except in unusual cases (e.g. extended illness), any work not made up in this time frame will receive no credit. When a student is absent or plans to leave school early, **it is the parent’s responsibility to request school work/textbooks by 9:00am** and pick up a student’s work from the office after 3:00 or request to have it sent home with a sibling. **If no request for work is submitted, work will be available to the student upon their return.**

HCS is not obligated to allow students to make up work from the day or days missed when absences are unexcused. Students are still responsible for the content of all missed assignments. Graded activities may be treated as if the student has chosen not to participate in them.

**Pre-Arranged Absence:** Families are discouraged from planning vacations during the school year because of the burden it places on the teachers and students. It will be the responsibility of the family to acquire tutoring when a student falls behind because of a planned absence.

“Pre-Arranged Absence Form (3+ Days)” are intended to accommodate students with unique opportunities for educational or spiritual growth or those facing circumstances beyond their control. If families know in advance they will be absent, a “Pre-Arranged Absence Form (3+ Days)” must be obtained from the office (or online). Pre-arranged absences are strongly discouraged during the first two weeks of school and during the final two weeks of school.

**Teachers should be notified via email for pre-arranged absences fewer than 3 days.**

Pre-Arranged Absence Forms (3+ Day) are available in the office for parents to complete if students plan to miss three or more days of school for any reason other than illness. Please do this **seven (7) days** in advance of the anticipated absence to allow teachers to prepare work and/or minimize a student’s difficulties in keeping up with the class. While classroom instruction can never be duplicated and tests cannot be sent home, some work may be given before the absence, with the remainder to be made up on return. **Any work provided in advance must be turned in on the day students return to school.** Teachers are not required to provide work in advance. Any missed test/quizzes that need to be taken will be scheduled with the teacher. This may need to be scheduled outside of normal school hours.

Arrangements not made in advance will be counted as unexcused absences.

**Dismissal for Appointments:** Early releases from school should be for urgent reasons such as medical appointments. To be excused early, the parent/guardian must submit an email or a signed written

note, to the teacher and office (officemanager@heritagecs.net) indicating the early dismissal, the time, and the date.

Please make every effort to schedule routine doctor's appointments after school hours. If required to make appointments during school hours, please do so at a time that will have the least impact on the student's schedule. You may check with your child's teacher about specific class times that would be better or worse for your child to miss.

A student who leaves before 11:30 AM and does not return will be counted as absent. Similarly, if a student arrives at school after 11:30 AM will be counted as absent.

**Tardies:** Teachers begin class promptly; therefore, please ensure your child does not miss out on important instruction time. Coming to school late or leaving early disrupts both your child's learning and the classroom environment.

Developing a habit of responsibility in these areas is important for the student, not only in school but throughout life.

Students arriving after school start time (elementary: 8:25 AM, middle school 8:10 AM), must check in with the office to get a tardy slip before being admitted to class. After ten tardies, parents/guardians may be required to attend a conference with the teacher and administrator to discuss what might be delaying the student's arrival and what can be done to help. Should the problem continue, a student may be asked to withdraw from the school.

# PRE-ARRANGED ABSENCE FORM (3+ Days)

Please complete **SEVEN** days prior to intended absence  
*(Families with multiple children need to complete this form for each child)*

We desire to give every child the best in-person educational experience possible here at HCS. Of course we recognize that there are occasionally legitimate reasons for absence such as illness, injury, funerals of family members and possibly doctor or dentist appointments that simply cannot be scheduled outside of school time.

As a school we also have an awareness of rest, Sabbath and family time but ask that you help us balance this with the value of all children being able to take advantage of the days set aside in the year for school. Please seriously consider how frequent and/or extended absences may affect the continuity of your child's academic progress. With this in mind please read the information below carefully.

I \_\_\_\_\_ intend to have my child, \_\_\_\_\_  
*(parent/guardian name)* *(student name)* *(Grade)*  
absent from school from \_\_\_\_\_ to \_\_\_\_\_.  
*(date)* *(date)*

If possible, please provide work for my child in advance. (Teachers are not required to provide work in advance. ANY work provided in advance will be due the day the student returns to school.)

School work is not requested in advance. (Work will be available to the student upon their return to school. Work will be due in accordance with the student handbook make up work policy for excused absences.)

This is the \_\_\_\_\_ planned absence during the school year for my child.  
*(1st, 2nd, 3rd, etc.)*

I understand that my child will be missing educational opportunities, lessons, and activities that cannot be recreated or made up by merely completing assignments that would accompany those opportunities. I understand that this absence may impact my child's overall learning and grade-level success, which may require the help of a tutor to get caught up.

I understand and accept the expectation that any assignments that are given prior to my child's absence must be completed and returned on my child's first day back at school. I will support and aid my child appropriately by ensuring the completion of his/her work. I understand that the teacher may have additional missed homework for my child to complete upon his/her return.

I understand that my child's teacher and/or principal may have reservations about this absence and may make written comments or request a conference regarding this or future planned absences.

\_\_\_\_\_  
*(signature of parent)*

\_\_\_\_\_  
*(date)*