

## ***Nathan Hale Attendance Policy***

*You are expected to be in school and actively involved in each class daily. Punctual attendance is the first requirement for success—both here and in the “real” world. The depth of coverage of material in class requires active student engagement, so when you are absent you are not actively engaged in the learning and it’s hard to replicate that when you return. A large part of your learning takes place during class discussions and participation. Many of our teachers use project based learning methods and if you are absent, not only do you miss out on the learning, but also any group you are working in is affected. Attendance and class participation are a basis for grading in classes. Check the syllabus for each class to see how this affects your grade.*

- *After the first **10 minutes** of the start of class, students will be **marked absent** if not present!*
- *On time, on task behaviors are expected for **ALL** students.*

### ***Clearing Absences & Early Dismissals***

*If you are home sick, have a parent/guardian send a note or email to excuse absences, early dismissals, etc. to [madaniels1@seattleschools.org](mailto:madaniels1@seattleschools.org). The attendance office will then clear that absence. **Students must clear an absence through the attendance office within 48 hours of their return to school with a note/email.***

*If you need to leave school before the day is over, bring a note from your parent/guardian requesting an early dismissal. Take your note to the Attendance Office and Ms. Daniels will issue you an E.D. pass. If you arrive late to school and have no excused note, you **MUST** sign in with Ms. Daniels. If you do have a note, bring it to the attendance office and Ms. Daniels will issue you a pass to class.*

### ***What are parents are expected to do when their child is absent from school?***

*Parent/ Guardians must notify Nathan Hale in written or verbal form within two days of any absence. If you make this notification in a written notice only you must include the reason why your child is absent and the date of the absence in the note. Parents can notify Nathan Hale of student absences over the phone as long as the reason is legitimate.*

### ***When is a student considered to be truant?***

*If s/he is absent from any class without a valid excuse or arrives late to class after the school’s attendance rules call the lateness truant. A truant day is when a student is absent without a valid excuse from classes for more than 51% of the school day. The missed periods do not have to be consecutive.*

### ***What absences can be excused?***

***Unplanned absences** are excused when the student’s person illness or injury, or the illness, injury or death of a family member, prevents the student from attending school. You must notify the school within 48 hours of the absence. The school may require a note from your doctor if the student is absent due to illness or injury for an excessive number of days.*

***Planned absences** are when the parent submits a request to the Principal or Assistant Principal at three days before the start of the planned absence and the Principal or Assistant Principal approves the absence. Planned absences include a family trip, doctor or dentist appointment, religious holiday or other special one-day event. The school may require your*

*student to complete missed assignments and/or make up other academic assignments for an extended planned absence. Planned Absence Forms are available in the Attendance Office. Absences due to short-term discipline of your child are excused on District attendance records.*

***What absences are unexcused?***

*All other absences are considered unexcused. A student who failed to attend 51% of the school day or periods in an average school day will be marked as having an “unexcused absence”. A student who misses individual classes will be marked as having one or more “unexcused absences”.*

*Long- term suspension or expelled for whom space is available in a reentry program, but do not enroll are unexcused.*

*Any absence, whether planned or unplanned will remain unexcused when the parent does not provide an excuse within (two days) for unplanned absences and (three days) in advance for planned absences.*

*However, a parent’s request to “excuse my child’s absence” without a stated reason will result in the absence remaining unexcused. The Principal may, at their discretion, require that notices regarding absences be made exclusively in writing. The Principal will make the final determination in cases where the classification of the absence as excused or unexcused is disputed.*

<i>EXCUSED ABSENCES</i>	<i>UNEXCUSED ABSENCES</i>
<i>Illness or injury</i>	<i>Sleeping late</i>
<i>Family emergency</i>	<i>Car breaking down</i>
<i>Known religious holiday</i>	<i>Traffic</i>
<i>Pre-Planned, Parent-Excused absences</i>	<i>Babysitting</i>
<i>College visitation</i>	<i>Outside job</i>
<i>Family trip</i>	<i>Leaving class without permission</i>
<i>Medical Appointments</i>	<i>Leaving class with permission but not returning as assigned</i>

*\*What is the attendance monitoring process?*

- 1. Students arrive to class on time.*
- 2. Teachers track student attendance.*
- 3. Teachers contact parent/counselor when attendance issues occur.*
- 4. Administrators will work with attendance secretary to monitor and track attendance matters.*

*If you have any questions about your child’s attendance record please contact Martha Daniels, Nathan Hale’s Attendance Secretary at (206) 252-3684 or email [madaniels1@seattleschools.org](mailto:madaniels1@seattleschools.org)*