

WESTVIEW ELEMENTARY SCHOOL

3520 W. Bismark Ave Spokane, Washington 99205
Phone 354-4300 Fax 354-4303 Attendance line 354-4301

Student Name: _____ Teacher: _____

Attendance Monitoring Process – Please read and sign below

Attendance Policy:

It is the policy of Spokane Public Schools to establish and enforce the concept of prompt and regular attendance. According to the revised code of Washington 28A.225.030, we are required, by law, to have an excuse for each day a student is absent from school. The procedure is as follows:

ONE unexcused absence:

- Telephone notification to parent/guardian. This is usually an automated call from our attendance line.

THREE unexcused absences:

- Written notification and conference with Teacher/Counselor/Administration to explain the Mandatory Attendance Law (BECCA Law).

SEVEN unexcused absences in one Month or FIFTEEN unexcused absences in one year:

- Required filing of petition with the juvenile court to follow the Mandatory Attendance Law (BECCA Law).

When a student is ill, he/she should be kept home. A parent/guardian must inform the school of the absence by calling Westview's 24 hour attendance line at 354-4301 or sending a note (parent or doctor) to school upon the student's return. However, a doctor's note will be required for a student with absences exceeding 15%.

Arriving at school on time is also very important. If a student is late to class (after the 2nd bell at 8:30) they **MUST** check in at the office to get a tardy pass.

When a student needs to leave during school hours, a parent or guardian must pick up and sign out the student in the office.

Please keep in mind that a student arriving after 10:00 is considered a morning absence. A student leaving before 1:30 is considered an afternoon absence. Late arrivals/tardies (8:30-10:00) and early pickups (1:30-3:00) are also tracked in our attendance system.

Students are required to make up any missed classroom assignments due to absences/tardies. Please check with classroom teachers.

Please note that students are not allowed on campus before 8:00 am (9:00 on Monday's) unless involved in a school activity. Students eating breakfast may arrive at 8:00 (9:00 on Monday's). Adult supervision in line begins at 8:15 (9:15 on Monday's).

Parent Signature: _____ Date: _____