

Garfield High School Attendance Regulations

School attendance is mandatory and students are expected to attend all scheduled classes daily.

SEATTLE PUBLIC SCHOOLS ATTENDANCE STATEMENT

The depth of coverage of material in our courses requires active student engagement and participation. The failure to attend class prevents active student engagement. Because active student engagement is a necessary component of our classes, attendance and class participation will be considered as a basis for grading in our courses. Students' grades will be affected by not attending and participating in class.

COLLEGE VISITS

Student visiting colleges must fill out the *Request for Pre-Planned Excused Absence* form. Students must also bring a letter of visitation back from the college. The *Request for Pre-Planned Absence* form is available in the Attendance Office and on the Garfield website (ghs.seattleschools.org, "Attendance" tab). Please note the completed form must be returned to the Attendance Office **at least three (3) school days** prior to the planned absence.

EARLY DEPARTURES

GHS strongly encourages students to make appointments outside of the school day. However, a student who needs to leave school for a doctor or dentist appointment must have a note from parent/guardian stating the reason for leaving and the time of departure. **The student must take the note to the Attendance Office before school begins.** He/she must sign out at the Attendance Office when leaving. **A doctor's or dentist's note may be required if there is an attendance question or concern.**

If the early departure is for part of the day and the student returns to school, he/she must sign in at the Attendance Office when returning. Students are responsible for making up all class work and assignments missed as a result of early departures. **If a student arrives at school after 7:40 a.m. or leaves before 2:15 p.m., he/she must sign in or sign out. Otherwise, he/she will incur an unexcused absence.**

Students dismissed from school by the Health Center Technician or Nurse must present the *Temporary Dismissal* slip to the Attendance Office and sign out. Any additional days of absence will be excused only with a note from the student's parent or guardian.

EXCUSED ABSENCES

Each student's attendance record at school is very important. Academic achievement is difficult to attain with poor attendance habits. The State Board of Education identifies the following as excused absences:

- | | |
|--------------------------------|---|
| Death in the immediate family | * Illness of pupil |
| Court summons (proof required) | Medical/dental appointments |
| Suspension | Observance of religious holidays |
| State emergency | Lack of SPS transportation (this doesn't include Metro at this time) |
| Violent/hazardous weather | Authorized activity <u>pre-approved in advance by the Principal</u>
(includes field trips) |

* A physician's note is required for five (5) or more consecutive days.

FULL-DAY ABSENCES

For extended illness of five (5) days or more, parents/guardians should call the counseling office at (206) 252-2304 for assignments. Please allow 24 hours for assignments to be gathered from teachers.

Upon the student's return to school from a full day's absence, a written note prepared by the parent or guardian explaining the absence must be submitted to the Attendance Office. **This note must be received within two (2) days of returning to school.** Otherwise, the absence will be unexcused.

FULL-DAY ABSENCES (continued)

The absence note must contain the following:

- Date of note
- Student's full name, grade level, and ID number (printed)
- Date(s) and reason for absence
- Signature of parent/guardian
- Parent/guardian daytime phone numbers

A sample "*Attendance Note*" template is available in the Attendance Office and on the Garfield website (ghs.seattleschools.org, "Attendance" tab).

HALL PASS POLICY

No hall passes will be permitted during the first and last 15 minutes of a class. If students are in the hall during these times, they will be referred to their administrator.

MAKE-UP WORK

Upon returning from an absence, students are responsible for determining what work was missed and making arrangements with the teacher for its completion. The time allowed for completion of make-up work is determined by the individual teacher, usually equal to the number of days of the legitimate absence. Make-up work should be completed as promptly as possible. If the assignment was known in advance of the absence and was due the day of the absence, it is due immediately upon the student's return. Teachers are obligated to help students in making up work when the absence is excused. **No such obligation exists when the absence is unexcused.** Students should make arrangements to make up missed work before school, during lunch or immediately after school.

MISSED EXAMS

Teachers monitor attendance during exams. If students miss an exam due to an excused absence, they will be allowed to work with their teacher to schedule a make-up exam **ONLY** after receiving approval from their Administrator.

PARTIAL ATTENDANCE OF A CLASS PERIOD

Garfield has established a policy that ties attendance to academic credit. Missing twenty (20) minutes of any class constitutes an absence from that class. Missing three (3) or more regular periods or two (2) or more long periods is considered a truant day. (The depth of coverage of material in our courses requires active student engagement and participation. The failure to attend class prevents active student engagement. Because active student engagement is a necessary component of our classes, attendance and class participation will be considered as a basis for grading in our courses.)

UNEXCUSED TARDINESS

Tardiness to class is one of the major reasons students fail. If a student arrives to school late, he/she should report to the **Attendance Office**. Late arrivals will be considered unexcused unless the student presents a note consistent with the reasons for excused absences. Students will be disciplined for coming to school without the proper excuse. Their Administrator and Counselor will be notified.

Note: Printouts of students' attendance histories are available electronically through the Source. The Attendance Secretary is available during lunch, breaks, and after school to answer questions.