# Attendance Policy

Attendance at school is important to a child’s achievement and success in school. Regular attendance is expected for every student. Because instruction begins immediately at the appointed time, every effort should be made to avoid tardiness.

Regular and punctual attendance helps students to be successful in school and is considered essential to the learning process. It is the responsibility of the parent to send the student to school regularly and on time. When a child is late or picked up early, it is disruptive to the students as well as the learning environment. Please schedule appointments and/or extra curricular activities outside school hours.

The State of Washington’s attendance law, the BECCA bill, requires students by law to be in school. This law can apply to elementary school aged students when they are excessively absent even if they are excused. Although missed assignments can be made up, nothing can replace valuable in-class instruction.

When your child is absent from school, please call the school at 425-822-7554 by 8:30 a.m. In addition, a written note from the parent is required within 2 days of the student’s return to school in order to request that the absence be excused. In order for the absence to be considered excused it must be in one of the following categories:

* Court proceeding (if the student is a party to the action or under subpoena as a witness)
* Emergency medical or dental appointments
* Death of an immediate family member
* Quarantine of the child by the State Board of Health
* Illness or injury
* Religious observance
* Disciplinary action
* Educational opportunity with prior approval by the principal
* Extended illnesses of more than five days may require a doctor’s note for the child to re-enter the classroom.

All other absences will be considered unexcused. Students who are frequently absent will be referred to the principal for help with problems that interfere with the regular, on-time attendance.

**PRE-ARRANGED ABSENCES**

Please speak directly to the Vice-Principal to arrange for a pre-arranged absence.

Family trips are special times, but we ask that you please consult the school calendar when making your vacation plans. Student achievement and classroom attendance are positively related. We cannot duplicate what happens in the classroom by only making-up written work. Often, written work is a practice or an extension of what is taught and discussed during the lesson in class. Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. The student will complete them upon their return, at home with parental assistance. When feasible, some assignments may be completed before the planned absence.

**ARRIVAL AND DEPARTURE**

Students are not to arrive at the school before 8:00 a.m., and should leave promptly at 3:15 p.m., Monday through Thursday, or by 1:45 p.m. on Friday. Students arriving more than 20 minutes before the start of school must report to the cafeteria. Limited before school supervision for students being dropped off early begins at 7:40 a.m. in the cafeteria. No student should be dropped off prior to this time. Students leaving more than 20 minutes after school must be directly with a parent/guardian or in the extended-care program. Parents of lower elementary students arriving more than 10 minutes late are required to escort their students to their designated location.

**LEAVING SCHOOL EARLY**

Students are not permitted to leave the school grounds during school hours without being accompanied by an approved adult.

**CHECKING STUDENTS OUT**

If a student is to go home before the close of school, parents must notify the school and make proper arrangements in advance. Write a note to the teacher, stating what time your student will be picked up and who will be picking him/ her up. The person who is to pick up your student must be on your authorized pick-up list and must report to the main office. If the individual is unknown to the staff member they will be required to show ID.

**E-MAILS**

Teachers love to get e-mails. However, the day is very busy and teachers may not be able to check their e-mails until the end of the day. If your child experiences a change in their schedule during the day, please call the office and a message will be given to the teacher.

**PLAYGROUND**

The playground is intended for the sole function of recess during school hours. It will remain closed before school begins and will close after school until 3:45 p.m. Monday -Thursday and until 2:15 p.m. on Friday. Students remaining after this time must be part of the Extended Care program unless directly supervised by a parent. Please see the Extended Care policy for current fees.

**TRAFFIC PATTERN**

As a safety precaution for our students all vehicle traffic is designed to flow in a north to south direction for drop-off and pick- up. Vehicles must enter using the 108th Avenue N. E. driveway and exit only onto N. E. 53rd via the driveway in front, or through the gate behind the school. Drivers in the two right lanes for pick-up are requested to stay with their vehicles and exit the parking lot in a timely manner. Should parents wish to speak with a teacher we request that they utilize the parking spaces on the left side of the playground. Because of recess and class schedules, there is no parking or driving through the playground area behind the school during school hours.

**SCHOOL CLOSURE/DELAYED OPENING**

In the event of an emergency or extreme weather conditions, information about school status will be sent via the phone information provided on the student application using One Call Now. Information will also be sent to the three major TV stations (KOMO, KING or KIRO). The school website www.ksdaschool.org will also carry emergency information. We will endeavor to have information posted to these sources no later than 6:00 a.m. on the day affected. Please refer to more than one source in case each site has not yet provided information. Please do not drop off your child early on a delayed school opening day as no one is available to supervise students. The decision to delay school, because of weather conditions, is done for the safety and well being of all students and staff.