

## **Discovery Attendance/Tardy Policy 2009-2010**

### **Attendance Policy**

Regular and punctual school attendance is one of the most critical factors in your child's progress. According to Washington State Law, students six years of age and older and their parents are responsible for ensuring the student's daily attendance. Absences that are excused are illness/health, religious observances, family emergencies, and family trips with prior principal approval. We do not want children who are ill to be at school. However, we do want to encourage students to attend when possible. Therefore, after 10 absences have occurred within a grading period, parents will be requested to submit a doctor's note stating the reason for the absences. In the case of a serious or chronic illness when communication with the school has occurred, this requirement will be waived.

### **Tardy Policy**

Daily punctuality is necessary to assure students have safely arrived at school each day, avoid classroom disruption, maximize student learning, and is a basic principle of responsibility and common courtesy. Students coming and going throughout the day take away from the learning as the interruption disrupts the focus of the students in the classroom. This policy's goal is to inspire daily punctuality, instilling it as a valuable life skill for our children.

Our Site Council has worked together with our staff to create a Tardy Policy with the intent of reducing the number of student tardies at Discovery. A tardy is considered either arriving at school late or leaving prior to dismissal time.

#### **The policy:**

- "Tardy" is defined as not in the classroom at 8:30a.m. (8:15 a.m. on Wednesday), or leaving prior to 2:53 p.m. (12:30 p.m. on Wednesday).
- Late bus arrivals are not considered tardies.
- Tardy students will need to be accompanied by an adult so that they can be checked into the office and sent to class with minimum disruption.
- Staff will be vigilant in regards to student tardies and will accurately record them in their daily attendance immediately after the tardy bell.
- After 3 tardies within a trimester, a letter of notice from the principal is sent via the US Postal Service mail to the parent or guardian describing the future consequences.
- At 5 tardies within a trimester, a conference shall be held between the parent, student, and principal/designee.
- At 7 tardies within a trimester, the student serves an after school detention. A notification letter will be sent home prior to the detention. The detained student must be picked up and signed out in the office by a parent or guardian.
- After the 7<sup>th</sup> tardy, each subsequent tardy results in an after school detention as above.
- Due to age appropriateness and supervision requirements, school administrators will determine the time and date detention will be served.
- The tardy count begins anew with each trimester.