Students who consistently attend class develop the skills and work habits necessary for individual academic success. This procedure was created in an effort to support our students, hold them accountable, and ultimately allow them to be successful. Washington State Law (RCW) and Meridian School District Board policy 3122 require students to attend all assigned classes during a stated school day. Furthermore, district policy requires documentation for any absence from school. **Authentic communication** will be used to provide this documentation. Authentic communication can be either a phone call or a written note from the parent or legal guardian of record.

**Excused and Unexcused absences**
When a student is absent from school, the parent/guardian of record, or the adult student must notify the attendance office through authentic communication. According to Board Policy 3122, reasons for an excused absence are: personal illness, medical or dental appointments, court, family emergencies, or planned absences for either school or personal reasons that have been planned in advance. Unexcused absences are defined as any excuse that is not defined as an excused absence or failure to authentically communicate an absence within 48 hours.

**Responsibility**
It is the responsibility of the student, parents/guardian, and Meridian High school to communicate about a student’s attendance.

**Missing Work**
If a student’s absence is excused, Board policy states that “the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student’s grade may be affected because of the student’s inability to make up the activities conducting during a class period” (Policy No. 3122).

**Impact of Attendance on Credit**
Students are allowed eight (8) unexcused absences per class, per semester. Once a student exceeds eight (8) unexcused absences in one class, and they are passing, they will lose credit in that class unless they complete Attendance Credit Recovery.

**Attendance Credit Recovery**
Meridian High School’s Attendance Credit Recovery policy is based on the premise that improving attendance and time engaged in academic activities will improve learning and student achievement.

The goals of the MHS Credit Recovery are:
- To increase students’ personal responsibility and accountability
- To decrease absence and tardy rates
- To improve learning and classroom achievement
- To increase the on-time graduation rate of MHS students
- To improve the ability of students to successfully access post-secondary opportunities
2011-2012 MHS Attendance Procedure

The student must attend Attendance Credit Recovery if he/she has more than eight unexcused absences in a class and they are passing or have passed the class in order to attain credit in the class.

If the student has more than eight (8) unexcused absences in any one class and is passing that class, he/she will receive an “N” grade, until the student makes up the allotted time by attending Credit Recovery. The student will attend credit recovery for every absence over the allotted eight unexcused absences in each class. For example, if a student exceeds eight absences in a class by two, the student must attend four Attendance Credit Recovery sessions (each full class session missed requires a student to complete two credit recovery sessions).

A student who receives an “N” grade will have 9 weeks to complete the credit recovery sessions from the end of the semester. Once the student completes the credit recovery session(s), their grade will be changed from an “N” to the grade they earned. If the student fails to complete the allotted sessions their grade will be changed from an “N” to an “F”.

Attendance Credit Recovery sessions are designed as academic make-up/compensation sessions; they are not detention. The Credit Recovery teacher will work with students to support academic learning and students will be engaged in academic pursuits. Typically students will complete homework, study, read assigned novels, and work on tasks that support current classes. Phones, games, internet surfing, socializing, music devices, sleeping, “having nothing to do,” and other non-productive activities are not allowed. Any student who does not follow this expectation will be dismissed and the session will not count towards the recovery of credit.

Attendance Credit Recovery, ASA, ASD will occur every Monday through Thursday after school from 2:40-3:30.

Please be aware this procedure is different from the information provided in the planners. If you have any questions about the attendance policy, please contact Assistant Principal Kurt Harvill, 318-2281.

I have read and understand the Attendance policy for Meridian High School. Please return this signed form to the Meridian High School Attendance Office by Monday, September 12. Thank you!

_________________________ ______________________  _____________
Student Printed Name Student Signature       Date

_________________________ ________________________  _____________
Parent Printed Name Parent Signature       Date
ATTENDANCE POLICY/BECCA TRUANCY LAW

Washington State Law (RCW) and Meridian School District Board policy 3122 require students to attend all assigned classes during a stated school day. Students, who consistently accomplish this, develop the skills and work habits necessary for individual academic success. Furthermore, district policy requires documentation for any absence from school. *Authentic communication will be used to provide this documentation: a phone call or a written note from the parent or guardian of record.*

More than eight (8) unexcused period absences in one class per semester may result in a loss of academic credit.

**BECCA Bill—Washington State Truancy Law RCW 28A.225.030**

<table>
<thead>
<tr>
<th>IF A STUDENT:</th>
<th>THEN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has five (5) unexcused full day absences in one month (an unexcused absence is defined as missing more than fifty percent (50%) of the classes in one day)</td>
<td>MHS is required by the Washington State BECCA Law to file a petition with Whatcom County Superior Court.</td>
</tr>
<tr>
<td>Has ten (10) unexcused absences during the entire school year (an unexcused absence is defined as skipping/missing more than fifty percent (50%) of the classes in one day)</td>
<td>MHS is required by the Washington State BECCA Law to file a petition with Whatcom County Superior Court.</td>
</tr>
</tbody>
</table>

The BECCA truancy law is in effect for all students who are under eighteen years of age. BECCA requires that students attend an appropriate educational program without truancies. Truancy is defined as an absence that has not been excused for a justifiable reason by the parent/guardian/school. Students will be referred to the courts when there are a series of unexcused absences within a month and/or within an academic year (see above).

Further information on BECCA and Washington State Truancy law may be obtained by contacting the secretary for BECCA administration, Mrs. Heslep, 318-2283 or the attendance/BECCA administrator, Mr. Harvill, 318-2281.

**TARDY POLICY**

Depending on the period students are allowed between five and ten minutes to pass from one class to the next. Arriving to class on time ensures that students receive the most complete educational experience. *In general, daily objectives, instructions, and reviews are often conducted at the start of class.*

<table>
<thead>
<tr>
<th>IF A STUDENT:</th>
<th>THEN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is more than 15 minutes late to a class without authentic communication</td>
<td>S/he will be marked absent (unexcused).</td>
</tr>
<tr>
<td>Has tardy problems in a class as determined by the teacher’s policy outlined in the course syllabus</td>
<td>A teacher may assign disciplinary consequences for excessive tardiness; consequences are outlined in the course syllabus and Student Handbook.</td>
</tr>
<tr>
<td>Has multiple tardies</td>
<td><strong>Four tardies</strong> is equivalent to one unexcused absence. Absences which accrue due to tardiness will add to the student’s overall total for that class. Discipline as outlined in Student Handbook.</td>
</tr>
</tbody>
</table>
2011-2012 MHS Attendance Procedure

ATTENDANCE DEFINITIONS AND PROTOCOL

Excused Absences (Board Policy 3122)
- Personal illness
- Medical or dental appointment which cannot be made any other time.
- Court appearance
- A death in the immediate family
- A legitimate (to be determined by the administrator) family emergency that requires a student to be absent.
- Planned absences for personal or educational purposes that have been approved in advance.
  - A completed and assigned contract must be turned in for review and approval five school days before the absence.
  - Following consideration of the circumstances and teacher input and comments, an administrator will determine the final approval.
  - Students will be liable for work missed during a contracted absence, understanding that all work may not be adequately duplicated outside of the classroom environment.

Unexcused Absences
Unexcused absences fall into two categories:
- A. A submitted excuse which does not constitute an excused absence as defined previously; or
- B. A failure on the part of the parent, guardian, or adult student to submit any form of documentation for an absence will be defined as truancy.

Absence Notification
When a student is absent from school, the parent/guardian of record, or the adult student must notify the attendance office through authentic communication; phone call or in writing within 48 hours of the absence. Official documentation is required for an absence to be excused. When the proper documentation is provided and absences are excused, the student’s opportunity for academic credit is not impacted. If no official documentation is provided, absences will not be excused and a loss of academic credit may result. (See- Impact of Attendance on Academic Credit). Absences that are related to illness that continue for more than three (3) consecutive days may require medical documentation in addition to the parent/guardian note. Furthermore, six (6) or more cumulative period absences in a semester that are documented as illness by the parent, may require further medical documentation.

Extenuating Circumstances
Any extenuating circumstance that is not listed above must receive prior approval from the principal or designee. Please contact the attendance office directly for further information.

Make-Up Work
If a student’s absence is excused, Board policy states that “the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student’s grade may be affected because of the student’s inability to make up the activities conducting during a class period” (Policy No. 3122).
2011-2012 MHS Attendance Procedure

ATTENDANCE RESPONSIBILITIES

Students – Attending all classes and being on time:
- Submitting a properly documented written excuse note within 48 hours after the return to school:
  - Authentic communication: a phone call or a written note from the parent/guardian of record within 48 hours of the absence in order for it to be excused.
- Filling out and returning a Pre-Arranged Absence Form if a student is planning to miss school.
- Follow procedures for checking in and out of the attendance office.
- Monitoring their attendance.
- Making up all work due to absences according to each teachers specifications.
- Excessive (more than three (3) consecutive school days or more than six (6) cumulative) medical/illness related absences in a semester, may require documentation from a medical care provider

Parents/Guardians – Providing authentic communication within 48 hours after the student’s return to school:
- Excuse notes will only be accepted from the parent/guardian of record.
- Authentic communication: a phone call or a written note within 48 hours of the absence in order for it to be excused.
- Carefully monitoring their student’s attendance to ensure absences are permissible and appropriate.
- Calling the attendance office or making appointments with school personnel to address issues regarding their student’s attendance.
- Regular monitoring of student attendance using Family Access, which is available through MHS website
- Excessive (more than three (3) consecutive school days or more than six (6) cumulative) medical/illness related absences in a semester, may require documentation.

Meridian High School – Notifying the home when there is an unexcused absence:
- Sending an automated phone message for each unexcused absence.
- Ensure authentic communication occurs once a student accumulates two unexcused absences.
- Family Access attendance is updated weekly.
- Providing attendance reports upon request to students and/or parents/guardians.
2011-2012 MHS Attendance Procedure

IMPACT OF ATTENDANCE ON ACADEMIC CREDIT

Loss of Academic Credit
Students are allowed eight (8) unexcused absences per class, per semester. Once a student exceeds eight (8) unexcused absences in one class they will lose credit in that class unless they complete Attendance Credit Recovery.

MHS Attendance Credit Recovery Policy

The Meridian High School’s Attendance Credit Recovery policy is based on the premise that improving attendance and time engaged in academic activities will improve learning and student achievement. The goals of the MHS Credit Recovery are:
1. To increase students’ personal responsibility and accountability.
2. To decrease absence and tardy rates.
3. To improve learning and classroom achievement.
4. To increase the on-time graduation rate of MHS students.
5. To improve the ability of students to successfully access post-secondary opportunities.

Students must attend Attendance Credit Recovery if they have more than eight unexcused absences in a class and they are passing or have passed the class in order to attain credit in the class.

Absence Effect on Credit

<table>
<thead>
<tr>
<th>IF A STUDENT:</th>
<th>THEN:</th>
</tr>
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<tbody>
<tr>
<td>Has more than eight unexcused absences in any one class</td>
<td>The student may lose credit for that class. At this point the student must:</td>
</tr>
<tr>
<td></td>
<td>• Ensure all absences have been excused and documented.</td>
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<tr>
<td></td>
<td>• Attend the class regularly/daily and plan to attend Attendance Credit Recovery the following semester.</td>
</tr>
<tr>
<td>Does not attend Attendance Credit Recovery sessions.</td>
<td>The student will not receive the grade s/he earned in the class in which s/he had more than eight absences. Consequently, the student will not receive credit for the class and an N grade will be assigned. At this point the student must:</td>
</tr>
<tr>
<td></td>
<td>• Complete Attendance Credit Recovery sessions during the following semester (s).</td>
</tr>
<tr>
<td></td>
<td>• Students will have nine (9) weeks to complete the credit recovery sessions from the end of the semester. If the student fails to complete credit recovery the N will become an F, thus the student will lose credit.</td>
</tr>
</tbody>
</table>
2011-2012 MHS Attendance Procedure

Attendance Credit Recovery (ACR) refers to after school sessions that students may complete to recover lost credit after the semester ends.

- Students will attend credit recovery for every absence over the allotted eight unexcused absences in each class per semester. For example, if a student exceeds eight absences in a class by two, the student must attend four Attendance Credit Recovery sessions (each full class session missed requires a student to complete two ASA sessions).

  - When a student completes all ACR sessions for a class, the original grade will be reinstated on the official transcript.

Attendance Credit Recovery sessions are designed as academic make-up/compensation sessions; they are not detention. The Credit Recovery teacher will work with students to support academic learning and students will be engaged in academic pursuits. Typically students will complete homework, study, read assigned novels, and work on tasks that support current classes. Phones, games, internet surfing, socializing, music devices, sleeping, “having nothing to do,” and other non-productive activities are not allowed. Any student who does not follow this expectation will be dismissed and the session will not count towards the recovery of credit.

Attendance Credit Recover, ASA, ASD will occur every Monday through Thursday after school from 2:40-3:30.

ATTENDANCE-CLOSED CAMPUS POLICY

Meridian High School is a closed campus. Students are not permitted to leave campus without first obtaining a semester early release sticker or temporary off-campus pass from the Attendance Office. If a student leaves campus without the proper authorization, the absence will be recorded as truancy.

Early Release
The following are approved early release activities:
- Running Start
- Northwest Career Academy students
- Contract Students
- Work Experience

Students are required to sign in and out at the attendance office. Parents should pick their students up at the attendance office.

Students needing to leave for individual medical or dental appointments or other justifiable reasons must bring a parent/guardian note and/or official documentation to the Attendance Office or have a parent/guardian phone the Attendance Office*. When this verification is obtained the student will receive an off-campus pass which is good only for the specific date and period(s) requested by the parent/guardian and approved by the Attendance Office.
According to Board Policy 2024, online learning provides tremendous opportunities for students to access curriculum and specialized courses in a flexible learning environment that might not otherwise be available. The goal for students at Meridian High School is to attend and be successful in all of their classes. If a student fails a required class, the student can re-take the class at Meridian High School or through Digital Learning Commons (DLC). DLC is an OSPI approved online digital learning academy that offers classes for credit recovery. Students will have access to DLC both during the school year and summer school. In an effort to encourage students to be successful in the classroom access to DLC is limited based on the grade of the student:

- Freshman: only 1 class during 2nd Semester
- Sophomore: 1 class per semester
- Junior: 2 classes per semester
- Senior: 3 classes per semester

Fee:
If the students access DLC during the year, there is no charge for the student. However if the student accesses DLC in summer school, they must be enrolled in Meridian High School’s summer school program.

For more information on DLC, students can contact their school counselor.