

Attendance Procedure

School Hours: 8:20AM-2:50PM

Attendance is the number one key to academic success. It's imperative families partner with the school to ensure students are attending on a regular and consistent basis. Students who are not present for school lose out on learning and jeopardize graduating on time. All unexcused absences for in-person learning will be reported in an automated phone call to guardian(s).

For your convenience, please report your child's tardy (this includes appointments) or absence before 8:30AM in one of the following ways:

- Log into Skyward (Family Access), Attendance tab on left, Absence Request and then Add Request, enter information (You will see a list of absences, both excused and unexcused)
- Email the Attendance Secretary (ksouthard@monteschools.org)
- Call the office at **360.249.1634**
- Advanced written note to office

All absences must be excused within twenty-four (24) hours.

In compliance with The Compulsory Attendance Law, RCW28A.225.010 students between the ages of 8-18 must be in attendance every day unless they are ill or have approval from the school to be absent. Laws of the State of Washington specify that parents have the primary responsibility for ensuring the attendance of their children at school.

Authorized reasons for being absent:

- Sick at home
- Religious related events
- Bereavement
- Family Emergency
- Doctor's appointments

Unauthorized reasons for being absent:

- Sleeping in or missing ride to school
- Vacations/Trips w/out pre-arranged clearance
- Special outings such as hunting, shopping, etc
- Hair/nail appointments

Unexcused Absences

3 in a month- Student meets with teacher and/or principal, parent contact, complete WARNS Inventory
7 in a month- School may file a petition with juvenile court, CAB referral, and/or attendance agreement
5 in a year - Meet with school officials for WARNS Inventory and attendance agreement
No later than 15 in a year - School must file a petition with juvenile court, hold a CAB, and student may lose class credit

Tardies - Excessive

3 - email notification to parent and student regarding tardies
5 - serve lunch detention to make up time

*Washington Assessment of Risks & Needs of Students Inventory Form

**Community Attendance Board (CAB) referrals offer support & resources for child's absences.

Homework requests

Students should check Google Classroom and/or Skyward for missing work. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the teacher. Even if a student makes up work, he/she is still missing valuable instruction and experiential learning.

Montesano Jr/Sr. High School is dedicated to your student's success, and it starts with regular attendance. Whether your child is struggling to find a ride to school, is feeling anxious about a class, or has another issue with attendance, let us help find resources to reduce absenteeism by calling our attendance office.