

## Goodman Middle School Attendance and BECCA process

**Compulsory Attendance**- In the State of Washington, parents of any child eight years of age and under eighteen years of age shall cause such child to attend school, and such child shall have the responsibility to and therefore shall attend for the full time when such school is in session.

The Peninsula School District believes that regular school attendance is necessary for mastery of the educational programs provided to students of the District. Please see District Board Policy #3122 for further information regarding excused and unexcused absences.

### Goodman Middle School Attendance Guidelines:

<b><u>Number of excused absences per year:</u></b>	<b><u>Action taken by school:</u></b>
5	Phone call to parent
10	First letter mailed home / Referral to Counselor
15	Conference with parent
20	Second letter, attendance contract, Doctor note required for further absences <u>(BECCA steps taken without doctor's note)</u>

<b><u>Number of unexcused absences per year:</u></b>	<b><u>Action taken by school:</u></b>
1 <sup>st</sup> unexcused absence	Automated Phone call to parent / Parent has 5 days to call.
2 <sup>nd</sup> in one month, or 3 <sup>rd</sup> for year	First letter mailed home, Referral to Counselor/A.S.Detention
3 <sup>rd</sup> unexcused in one month, or 5 <sup>th</sup> for year	Second letter mailed home, conference with Administrator Attendance Contract After School Detention
5 <sup>th</sup> unexcused in one month, or 7 <sup>th</sup> for year	Administrator files BECCA truancy petition.

**Late Arrivals:** Dental and medical appointments are considered excused reasons to arrive late to school . A note from the doctor's office is appreciated. It could be required, however, after multiple tardies.

Reasons for an **unexcused late arrival** include, for example: oversleeping, missing the bus, and personal reasons. Consequences will be given for unexcused late arrivals. (See below)

<b><u>Number of unexcused late arrivals:</u></b>	<b><u>Action taken by school:</u></b>
1	Formal Warning – a 2 <sup>nd</sup> copy of the rules given to student/parent
2	Lunch Detention
3	Conference w/Counselor & Lunch Detention
4	Parent Conference – After School Detention
5	Saturday School – with Administrative Letter
Additional	Progressive Discipline

**3 unexcused late arrivals = 1 unexcused absence (See above)**