

HARBOR HEIGHTS
ELEMENTARY
4002 36TH Street NW
Gig Harbor, Washington 98335
253-530-1800/ 253-530-1820(FAX)

Attendance at School

Your child's academic growth will be greater if he/she attends school regularly. At Harbor Heights skills and lessons are taught and reviewed daily. Regular attendance is important for your child's academic success. Our mission can be attained when students regularly attend school. Below are some important pieces to our attendance policy that you will need to know:

- 1) Parents/guardians and school administrators have a legal obligation to ensure students attend school regularly
- 2) Arriving to school on time is another key to academic success. Teachers at Harbor Heights start teaching right at 9:00 a.m. When students arrive late they disrupt class and miss important instruction for the day's lessons.
- 3) **School starts at Harbor Heights at 9:00 a.m. and dismisses at 3:30 p.m.** Please make sure your child is on time and ready to start the day. Wednesday is a late start day with school beginning at 10:00.

Tardies:

- **Excused Tardies:** Illness, dental and medical appointments are considered excused
- **Unexcused Tardies:** Oversleeping, missing the bus, just late, or no excuse are examples of unexcused tardies. Please be aware that 5 unexcused tardies equal 1 (unexcused) absence.
- **All Tardies:** All late arrivals must be signed in by a parent in the office.

Absences:

- Please call the **attendance line at 530-1807** to let us know your child will be absent or tardy. Do not send an e-mail to their teacher because sometimes our e-mail is down and they will not get that information. If your child is marked absent and you have not called, you will receive an automated call letting you know your child is absent.
- Students who have unexcused absences or multiple days out ill or excused will receive a letter requesting a conference with student's teacher, parent, building principal and other support staff as necessary.

Excused absences defined:

- Illness, medical appointment or bereavement (A health provider's note may be required if a student is chronically absent.)
- Religious holiday
- Pre-arranged extended vacations with prior approval by principal and notification to attendance line. Please contact the office to schedule an appointment with Ms. Hittle.

Please try to plan vacations and medical appointments around the school schedule.

Unexcused Absences

1st unexcused absence
2nd unexcused absence in one month
5th unexcused absence in one month
10th in one school year

Action by Harbor Heights Elementary

Phone call, letter mailed home
Second letter mailed home, conference
Truancy petition filed
Becca Bill Procedures Followed

Excused Absences

After 5 excused absences or more
10 excused absences
15 excused absences

Action by Harbor Heights Elementary

Letter sent home and placed in student's file
2nd letter, conference with attendance contract
Doctor's note required
(Becca Bill Procedures may be followed)