



MANSON SCHOOL DISTRICT

Attendance Requirements & Agreement

2024-2025

Manson School District recognizes that regular school attendance is a key factor in academic success. We make special efforts to ensure that all students fully benefit from their education by attending school regularly. Our schools are committed to supporting your student to attend and access their education. Your students' future is our first priority, and we want to partner with you to ensure their success.

Did you know?

- ❖ By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- ❖ Absences can be a sign that a student is losing interest in school, struggling with schoolwork, dealing with a bully or facing some other potentially serious difficulty.
- ❖ Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- ❖ Missing 10 percent (just two days a month or about 18 days in a year) increases the chance that your student will not read or master math at the same level as their peers.
- ❖ Students can still fall behind if they miss just a day or two days every few weeks.
- ❖ By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- ❖ By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

School Policies and State Laws

It is important to understand our school policies and procedures, as well as Washington State Law. State law for mandatory attendance, called the Becca Bill, requires all children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. If parents enroll their 6- or 7-year-old child, then they must attend full-time. We expect students to come to school every day, on time, and have fewer than 10 absences in a school year.

What We Need from You

We miss your student when they are not in school and we value their contributions to our community. We would like your help in ensuring that your student attends school consistently and arrives on time. Absences and tardies can add up quickly and can significantly impact a student's progress towards learning, even if they are already on grade level. If your student is going to be absent, please notify the school as soon as possible. Please fill out the "Extended Absence Form" at least a week prior to any trips and submit this to the front office. Note that even when family vacation is approved and absences are excused, the amount of missed school days still add up and can lead to excessive absences. Teachers are not required to provide your student with any materials.

Our Promise to You

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. We wholeheartedly believe that all absences matter, all absences have reasons, and that all absences have impact. Students and their families are our best partners to understand the barriers to attendance. Our goal is not to punish the student, but help identify barriers and supports to help build a new habit of attendance every day, all day, on time.



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Excused Absences:

Absences due to the following reasons are excused:

1. Physical health or mental health symptoms, illness, or a health condition. Examples could be medical, counseling mental health wellness, dental, optometry, and behavioral health treatment. However, when student has more than 5 excused absences within a month or more than 10 excused during the school year, a doctor’s note or proof of appointment is required in order for the absence to be excused. A parent/guardian can sign a Release of Information (ROI) form that allows the school nurse or counselor to contact your doctor directly. That way, you don’t have to provide a doctor’s note.
2. Family emergency such as a death or illness in the family.
3. Safety concerns.
4. For a complete list of excused absences, please see WAC 392-401-020 and the district’s policy.

Unexcused Absences:

Absences due to the following reasons are unexcused:

1. Staying home because of tiredness/oversleeping, missing the bus, needing to go to a family member’s appointment, providing child care for siblings, or staying home because school is “too easy, “too hard”, or when you "don't like the (substitute)teacher".
2. When student does not attend the majority of hours or periods in a school day.
3. Missing school because of family trips/vacation without pre-approval from the school.
4. Any absence that is not on the excused list per state law or per district policy

Excessive Tardiness, Excessive Absences, Chronic Absenteeism, and Truancy

- ❖ At 5 excused absences within any month, the parent/guardian will receive a “Becca Bill” letter from the school requesting to schedule a required conference. Any future absences will require medical notes or proof of appointment.
- ❖ At 10 cumulative absences within a school year, the parent/guardian will receive another Becca Bill letter, and is required to attend a second conference. Medical notes or proof of appointment continue to be required.
- ❖ If attendance does not improve, the school can stop excusing the absences in accordance with district policy and Washington state law. This would start the truancy process, which includes screening, interventions, and possibly the filing of a truancy petition. The student/family will be referred to the Community Engagement Board (CEB).

WHAT'S THE DIFFERENCE?*

Average Daily Attendance

A measure of the percentage of students in attendance each school day.

Chronic Absenteeism

A measure of how much school a student misses for any reason— including excused, unexcused and discipline-related absences.

Truancy

A measure of a student's unexcused absences only.

Parent/Guardian Signature

Student Signature

Date