

Wellpinit School District- Attendance Rubric

Students must sign out anytime leaving school grounds

Tardies-Attendance clerk tracks, writes referral, notifies student

- 3 unexcused tardies = 1 lunch detention
- Student calls parent

Absences-Attendance clerk tracks, writes referral

- Phone calls daily by attendance clerk to absent student's parent/guardian
- Send letter home with student to get clearance completed next day
- Unexcused cleared within 2 days or becomes a truancy
- Referral written by attendance clerk
- Meet with student, have student sign, phone call to parent/guardian send copy of form letter as required by RCW 28A.225.020
- Becca Bill as appropriate

	<i>1st Referral</i>	<i>2nd Referral</i>	<i>3rd Referral</i>	<i>4th + Referral</i>
Tardies	1 lunch detention Student calls parent	3 lunch detentions Student calls parent	5 lunch detentions Student calls parent	1 day After School Detention Student calls parent
	<i>1st Unexcused, Truancy or Skipping Absence</i>	<i>2nd Unexcused Absence</i>	<i>3rd Unexcused Absence</i>	<i>4th + Unexcused Absence</i>
Absences	<ul style="list-style-type: none"> • Student calls home with attendance clerk • Notification of parent by letter as required by RCW.28A.225.020 • 1 day Lunch Detention (Elementary) • 1 day After School Detention (MS/HS) 	<ul style="list-style-type: none"> • Student calls home with attendance clerk • Parent conference with school liaisons as required by RCW.28A.225.020 • 2 days Lunch Detention (Elementary) • 2 days After School Detention (MS/HS) 	<ul style="list-style-type: none"> • Student calls home with attendance clerk • Parent conference with attendance board as required by RCW.28A.225.020 • Check in with counselor to review reflection form and follow recommendations • 3 days Lunch Detention (Elementary) • 3 days After School Detention (MS/HS) 	<ul style="list-style-type: none"> • Individual plan developed after 3 offenses

Approval for culture days **must be pre-arranged** and a summary of what you did and what you learned must be turned in to the attendance clerk within 1 week of return or absences will not be accepted as culture days