
ST. JOHN SCHOOL
301 W. Nob Hill
St. John, WA 99171
(509) 648-3336
Fax: (509) 648-3451



ENDICOTT SCHOOL
308 School Drive
Endicott, WA 99125
(509) 657-3523
Fax: (509) 657-3521

LEARNING, GROWING, SUCCEEDING TOGETHER

August 15, 2021

Dear Parent or Guardian,

Regular school attendance is an important element for success in school. When a student is frequently absent from school, students lose valuable instructional time. Because regular attendance is necessary for students to succeed in school, the St. John-Endicott Cooperative School District encourages all parents and guardians to stress the importance of punctuality and regular attendance with their children. The cooperative district has adopted the updated Attendance and Truancy Legal Requirements for elementary, middle and high school for the 2021-22 school year. As we begin the 2021-2022 school year, we want to review with you the updated legal requirements regarding attendance.

Providing an Absence Excuse

The preferred communication method is to call Stephanie Dennis at the St. John School at 509-648-3336 or Donna Wigen at 509-657-3523 at the Endicott School, if you would like, you can email the secretaries at your child's school if you choose. The email address for Stephanie Dennis in St. John is sdennis@sjeschools.org and dwigen@sjeschools.org for Donna Wigen at the Endicott school.

Excused Absences

A parent or guardian must contact the school **within three (3) school days** from the child's return to school for the absence to be excused. A phone call or email will be accepted as long as it is submitted within three days of the absence.

Acceptable Excuses for Absence

The following reasons shall be sufficient to constitute excused absences:

1. Family authorized absences (legal, medical/dental, bereavement, family emergencies/requests)
2. Personal illness
3. Other activities as approved in advance by the school
4. School sponsored activities

Unexcused or Unlawful Absences

These are absences that are not authorized by the parent/guardian or the school. **Under the new state attendance guidelines, parents will be contacted by the school after one unexcused absence.** The following are examples of unexcused absences:

1. Leaving school premises without authorization from the nurse, secretary or principal's office.
2. Failing to attend class (while remaining on the premises) without advanced permission.
3. Family trips/vacations for which no prior arrangements have been made with the school.
4. Other absences not authorized by the school or parent/guardian.

Elementary, Middle and High School Students

After (1) Unexcused Absence

The student's parent/guardian will be contacted by the school by telephone or writing in a language the parent is fluent.

Elementary School Students

After (5) excused Absences Within Any Month or (10) Cumulative Excused Absences In A School Year

A **conference will be scheduled** with parent/guardian and student for the purpose of identifying barriers to the student's regular attendance and the supports and resources that may be made available to the family and the steps to be taken to support the student to attend. If the student has an individualized education plan (IEP) or 504 plan, the IEP or 504 team must convene.

A conference or IEP/504 team meeting is **not required if prior notice for absence been given.** This step of holding a conference for excused absences is only for elementary school students.

Elementary, Middle and High School Students

After (3) Unexcused Absences Within Any month

A **conference will be scheduled** with parent/guardian and student for the purpose of **identifying barriers** to the student's regular attendance and the **supports and resources** that may be made available to the family and the **steps to be taken** to support the student to attend.

Between (2) and (7) unexcused cumulative absences in a school year

Elementary School Students

The school will **take data-informed steps** to eliminate or reduce student's absences. **Convene IEP or 504 team** for students on an IEP or 504 program.

For students reasonably believed to have a **disability** that **do not** have an IEP or 504, the following steps must occur:

- Student should be **referred** to the Child Find Process
- Parents/guardians need to be informed of the right to request an evaluation at no cost to them if consent is given.
- If student is found to be eligible, a plan must be developed to address identified needs.

Middle and High School

Apply risk and needs assessment. Take data-informed steps to eliminate or reduce student's absences, consistent with the needs assessment.

Convene the IEP or 504 team for students that have an IEP or 504 plan. Consider the reasons for the absences and adjust the IEP or 504 plan accordingly.

For students reasonably believed to have a **disability** that **do not** have an IEP or 504, the following steps must occur:

- Student should be referred to the Child Find Process
- Parents/guardians need to be **informed** of the right to request an evaluation at no cost to them if consent is given.
- If student is found to be eligible, **a plan must be developed** to address identified needs.

Elementary, Middle and High School

No Later than (7) unexcused absences in a month

The district shall do one of the following:

- **Enter into an agreement** with the student and parent establishing attendance requirements, **OR**
- **Refer** student to a community engagement board (CEB), **OR**
- **File** a truancy with Juvenile Court.

Elementary, Middle and High School

After (7) unexcused absences in a month and not later than (15) cumulative unexcused absences in a school year

The district must **file a truancy petition** with Juvenile Court. Court must **stay** the petition. **Refer** the parent and child to an intervention board if referral did not take place before the petition. The meeting must take place within **(20)** days of the referral. The intervention team must meet with the child, a parent and school district representative and enter into an agreement.

Elementary, Middle and High School

Unexpected or excessive absences (for youth who are dependent)

Review unexpected or excessive absences with a youth who is dependent (in foster care, or under juvenile court supervision) and adults involved with that youth to **determine the cause of the absences**, considering the unique circumstances of a youth who is dependent. A district employee must proactively support the youth's schoolwork, such as the required point of contact for students who are dependent.

Thank you for taking the time to review this information and for partnering with us for your student's success in school.

Sincerely,

Mark Purvine St. John-Endicott Principal

Bruce Porubek Endicott-St. John Principal