

WHO: *FHS Students and Families*
WHAT: *Attendance Expectations and Important Facts*
WHEN: *August 15, 2025*



Dear Scottie Students and Families,

As we gear up for another school year, we wanted to share important information about attendance. School attendance is absolutely critical for success and is an important life skill. We believe that students who develop solid attendance habits will be more prepared for life beyond high school and likely to be successful as employees. With that, we are required by law to take attendance every day, in every class.

Why Attendance Matters:

- Missing just 2 days a month (or 10% of school) can impact your student's chances of reading at grade level by the third grade (elementary) or graduating on time (middle and high school).
- School is essential for students to build friendships and learn how to exist in a community.
- Absences can signal problems like disengagement, academic struggles, mental health concerns, and other issues that require attention.

We have developed a system to track attendance wherein we categorize attendance in green, yellow or red zones as a quick and efficient way to keep students and families informed of school attendance performance. More information about that will be provided in September.

OTHER IMPORTANT ATTENDANCE REMINDERS:

- Pre-arranged absences are greatly appreciated and must be communicated by a parent/guardian. Please email our office at fhsoffice@freemansd.org or call in by phone (**509-291-3721**).
- Please excuse your student's absences prior to the actual absence or within 48 hours.
- Missing four (4) or more class periods during a school day counts as a full day absence (**per OSPI**).
- **Both excused and unexcused absences count toward a student's total absences (per OSPI).**
- BECCA law/procedure for excessive unexcused absences is included on the next page.

Thank you for taking some time to review our attendance procedures. We are excited to start another school year and look forward to seeing you soon! If you have any questions please don't hesitate to contact us.

FHS Unexcused Absence Procedure

Attendance Scenario	School Response	In accordance with
1 or more unexcused class periods	Automated phone call home that evening from FHS informing parent/guardian of the period(s) missed. Parent/Guardian has 48 hours (2 school days) to clear absence(s).	Freeman High School Attendance Policy
48 hour window to clear absence(s)	Absences will be considered “unexcused” after the 48 hour (two school days). Please communicate with office staff to clear up absences in the 48 hour time period so they are not unexcused.	Freeman High School Attendance Policy
2-5 unexcused absences in 1 month	Application of a student risks and needs assessment by a school district designee (WARNS or other assessment). Convene IEP or 504 Team if student has IEP or 504 plan.	RCW 28A.225.020
3 unexcused absences in a 30 day period	FHS Administration, student and parent/guardian have attendance conferences to discuss challenges.	RCW 28A.225.020
5 unexcused absences in 30 day period	Students referred to the Freeman School District Community Engagement Board. <i>This organization’s mission is to work with students and families in a positive and constructive manner to identify options and resources in an attempt to reduce future absences for the identified student.</i> At this meeting with the Engagement Board, an attendance agreement is established and/or a “Stay Petition” is filed with the Juvenile Court.	RCW 28A.225.030 (2)
7 unexcused absences in a 30 day period or 15 unexcused absences in current school year	School District files petition with Juvenile Court alleging a violation of RCW 28A.225.010. Student & family work with judicial court system in regard to attendance. <i>If the student is not in compliance with a court order resulting from the Truancy Stay Petition, the school will file a contempt motion.</i> Please note that the 15 unexcused absences for the year as this number tends to jump up on people.	RCW 28A.225.030 (1)