

## Attendance Policy

**Learning time is important.** It is the responsibility of the Blackwell Elementary staff to prepare and teach the skills necessary to make each student successful. Regular and punctual attendance is the responsibility of the parent and student. When a child is late for school or dismissed early from school it is disruptive to that student, as well as to other members of the class.  
**Be on time!**



**Tardy Policy:** Students who are late for school interfere with their own learning and the learning of others. To protect the rights of all learners we will use the following procedures:

**First tardy:** Verbal Warning issued.

**Second Tardy:** Verbal warning and teacher will follow up with student.

**Third/Fourth Tardy:** An informal conference will be held with the principal to assess the problem. Depending upon the situation a letter may be mailed home to address the matter further.

**Absent or late Students:** In accordance with RCW 28A.58.760, a written excuse or safe arrival phone call from parents or guardian will be required for all absences and late arrivals to school or early dismissal. Please call the school Safe Arrival line (425-836-7301) before 8:45 am if your child will be absent or arriving late.

**Safe Arrival Procedure:** When a child is absent or going to be late the parent/guardian is asked to call the Safe Arrival number (425-836-7301) and leave a message. If we do not receive a call by 9:30 am we will attempt to contact the parent/guardian and verify the absence.

**Early Dismissal:** We discourage early dismissals because learning takes place right to the end of the school day. However, we recognize the need for doctor and dental appointments and other emergencies. Make picking up and returning your child for an appointment during lunch and recess time a priority. Please send a note or email to the teacher informing them of the early release and when arriving to pick up your child report to the office and sign your child out and request your child be called for dismissal. Students are released only to parents, guardians, or those having parent permission.