

## **BECCA BILL PROCEDURES AT COLUMBIA ELEMENTARY:**

1. **Letter #1**—School representative sends a letter to parent at 1 unexcused absence or 10 excessive excused absences, tardies and/or early dismissals per trimester to request that the student’s attendance improve to insure academic success.
2. **Letter #2**—School representative sends a letter explaining the Becca process to parent/guardian at 2 unexcused absences or continued excessive excused absences, tardies and/or early dismissals.
3. **Home-School Agreement is arranged**—School representative meets (or conferences via phone) with the parent/guardian (and sometimes teacher) to discuss attendance patterns and impact to learning. An agreement for resolution is made.
4. **When to file a Petition with juvenile court**—At 5 unexcused absences in a month or 10 in a year (or for excessive excused absences/tardies have not improved) the school representative must file a petition with the Denny Juvenile Justice Center (DJJC) clerk. (Note-a copy of the petitions should go in CUM file for record keeping.)
5. **“Fact Finding”/Initial Hearing**—Student and parent attend “Fact Finding” Hearing at DJJC to gain Becca information (Friday mornings only, content is secondary focus); if parents and/or student do not attend, then an automatic court order to attend school is on file. Until the student is 18 or graduates, this order will be in affect for Snohomish County (Note—each county is different. King County, for example, starts the Becca process over each year).
6. **“Show Cause”**—If the student’s attendance does not improve (continued unexcused or excessive absences) or improves and then relapses at any time, then the school must request a “Show Cause” hearing to prove that s/he and/or the parents are in contempt of court. At this hearing, the school representative will need to provide attendance records from the Initial Hearing until now, then make a recommendation for “Purging Condition(s)” (a.k.a., what natural/logical consequences will help improve this situation).  
  
**“Review” Hearing**—If the school representative is concerned the student/parent will continue to be out of compliance with the court order or is concerned they might fail to complete the required “Purging Condition(s)” (a.k.a., what natural/logical consequence will help improve this situation).
7. **Additional “Show Causes” (per need)**—This part of the cycle is infinite and may happen as many times as needed.