



# Lake Stevens Middle School



## SCHOOL ATTENDANCE PLAN

Admits are issued from the attendance office when a student returns from being absent. Please review the following attendance procedure with your parents.

1. When a student returns from an absence he/she will have 48 hours to get an admit.
2. Admits will be distributed by the Attendance Office from 7:00 a.m. to 7:20 a.m. every morning.
3. The admit will be stamped excused or unexcused.
4. It is the student's responsibility to show the admit to all of his/her teachers.
5. If a student does **not** show an admit within 48 hours he/she will be marked unexcused.
6. Students with 10 or more absences **must** provide a doctor's note if they are ill.
7. Students must request make-up assignments and submit that work within the time frame specified by the individual teacher.
8. Students with excessive unexcused absences will receive **NO GRADE (NG)** on their report pending a mandatory

Please note: Making up assignments is helpful to the student, but missed classroom instruction, discussions, and activities are impossible to recover. Any absence will hinder a student's academic grade and/or learning experience.

### Excused Absences

The following are only absences considered excused:

- Student illness
- Medical appointment
- Death in the family
- Observance of a religious holiday or service
- School-sponsored activity previously approved by an administrator

### Tardy Policy

Arriving to class **on time** is an essential part of the educational process and for appropriate behavioral development at Lake Stevens Middle School. Additionally, punctuality is a quality trait that demonstrates **dependability** and **responsibility**. Tardies to class are disruptive and distractive to the learning environment and will lead to reduction in academic performance and a consequence of an after-school detention.

**Reminder. class begins promptly at 7:30 AM.**