

ATTENDANCE POLICY

Daily student attendance is critical to student academic success and also required under state law. Washington State Law says the only acceptable excuse for absence is illness. The school district must file a petition with the juvenile court alleging a violation of the state compulsory attendance law for any student with 5 unexcused absences within any month or 10 unexcused absences during the school year. Action taken could result in a \$25 per day fine and /or community service. Parents are requested to call the school attendance line (425.823.9889) the morning a student is absent to report the circumstances for the absence. Letters are sent to parents when students have been absent and/or tardy 15% of the total number of days school has been in session. Conferences may be held with the principal to develop a plan to support attendance or a student may be referred the Lake Washington School District truancy officer at any point as needed.

TARDY POLICY

It is important that students are on time to school. Students are expected to be waiting in line in the place designated for their class at 8:55 a.m. and students are to be in their classroom ready to start the school day at 9:00 a.m. Students who enter class tardy miss the important beginning to the day, disrupt the learning of other students, and risk developing a pattern of behavior that becomes difficult to change. At John Muir Elementary, we believe that a student shows respect for their teacher, their classmates, and themselves when they are on time for the important work we do here everyday.

If a student arrives at school after the 9:00 a.m. bell, they are to report immediately to the office to get an admittance slip. A valid excuse for being late would be a medical appointment that could not be scheduled outside of school hours or a late daycare bus. Even though it may be a valid excuse for being late, the student's attendance record is still marked tardy.

Please understand that John Muir Elementary is a "walking school" in the LWSD. This means that all children in our attendance area are considered to be within walking distance to school. Please help your child plan their morning to allow sufficient time to walk to school. Students are expected to be sure that materials for school are prepared prior to going to bed in the evening to help the morning go smoothly. If a parent chooses to drive their child to school, please understand that the drop off process can get backed up. This is not considered a valid reason for being tardy to school.

If a student is tardy to school a teacher may keep a child in from recess as a logical consequence for missing instructional time. If a student is tardy 3 or more times in a month, the following JME policy will be followed in order to address the problem:

1. The classroom teacher will communicate with the student's parent the need to be to school on time everyday. Again, the teacher may choose to keep a student in from recess in order to make up the loss of instructional time.

2. If a pattern of tardiness continues, the principal will communicate with the student's parents to the address the problem. This communication will include a letter clarifying the school policy, and a copy will be placed in the student's cumulative school file. The principal may also choose to hold a conference with the student's parents and the school counselor to develop a plan to resolve the tardiness problem.

3. If the pattern of tardiness continues after steps one and two, the student will be referred to the LWSD truancy officer responsible for the Juanita Learning Community.

Thank you parents and students for working together to be sure the start to everyday at JME gets off to a great start-right on time!