

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 (425.936.2641) 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 that 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 by 8:55 a.m. and students are to be in their classroom ready to start the school day at 9:00 a.m.

If they are not, we will write tardy/admit slips beginning at 9:05 a.m. per the school wall clocks. Principal will review a monthly report for absenteeism and tardiness issues.

At 5 tardy/absences in a trimester or if a teacher has significant concerns, classroom teachers will be notified and asked to make contact with the families, explaining the educational impact on the student, teacher and classmates. When contact has been made, classroom teachers should notify the school counselor.

At 15% tardy or absences a letter will be sent from the principal to parents indicating the continuing problem and mentioning the BECCA requirements for attendance.

If there is not improvement and tardies or absences remain at 15% or greater there will be another letter requiring parents to make an appointment with the principal.

If tardiness or absenteeism continues to be an issue, a letter will be sent requesting a meeting with the LWSD BECCA representative, parent, student and principal.

There may be some exceptions to this such as a student who takes a planned trip with parents.

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!