

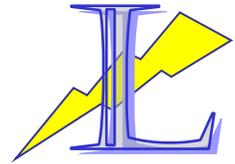
A note from the

LAKESIDE MIDDLE SCHOOL ATTENDANCE OFFICE

Amy Martin, Attendance Secretary

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Dear Parents/Guardians

Here are some attendance “tips” to help guide you through our attendance policy and start the school year off on a positive note.

2015-2016 Lakeside Middle School - 8:34 am – 3:10 pm

1. Please call the school if your child is absent. We call every student listed as “absent” on our Daily Attendance Bulletin. It is very helpful when you contact us first.
2. After any absence, send a note or phone call on the attendance line, containing the date and reason for the absence. Doctor’s notes are recorded as excused absences. Although we appreciate receiving parent notes, they are NOT recorded as excused.
3. Vacations are not considered excused absences. This is especially important for students that have excessive absences.
4. Lateness to school is treated as a disciplinary problem. A student is allowed 5 late unexcused in a marking period. When they are late 6 times, an after school detention will be assigned. (Please refer to the tardiness policy paper sent home for a complete list of disciplinary action). **PLEASE MAKE EVERY EFFORT TO HAVE YOUR CHILD ARRIVE AT SCHOOL ON TIME.** Late arrivals are disruptive to teachers and students and your child misses valuable instructional time.
5. Unexcused early dismissals will now also be treated as a disciplinary problem. If your child must be signed out early for a doctor’s appointment, please send the doctor’s note upon his/her return to school. If a student visits the nurse and is sent home sick, the nurse must approve the early leave as excused. **The student must be excused by the nurse to be considered as an excused illness.** Students will be allowed 3 unexcused early dismissals in a marking period. If they accumulate more than three early dismissals in a marking period an after school detention will be assigned. The disciplinary action sheet for excessive lateness will apply to excessive early dismissals. As with lateness, early dismissals are disruptive to the classroom, teachers and other students and cause your child to miss valuable instructional time.

Thank you.