

LAKESIDE MIDDLE SCHOOL

ATTENDANCE POLICY

2016 - 2017

Parents are responsible for having their children attend school on a regular basis. The school day is from 8:34 a.m. to 3:10 p.m. Student arrival begins at 8:15 a.m. If a student will be absent, please call the school to report the absence. When an absence is due to a communicable/infectious disease, a note of re-admission from a physician is required. There will be NO early dismissals after 2:30 PM.

Excused Absences:

Serious student illness: A note from the doctor must be submitted. When a note from a physician is provided, the absence in question will be recorded as excused.

Death in the immediate family: Students will be granted three days' absence due to a death in the family.

Medical/dental examinations: A student must have a doctor's note upon returning to school.

Religious holidays: Students will be excused for all religious holidays recognized by the State Board of Education. A note from the parent/guardian must be submitted.

Tardiness / Excessive Lateness:

Students are expected to arrive promptly to school and to each assigned class. If students arrive after **8:34** a.m., they are to report to the front desk and obtain a late pass. Excessive lateness to school and classes will be treated as a serious discipline problem. Please see chart below for disciplinary procedures for excessive tardies.

# of Tardies	Disciplinary Action	Additional Measures
6	1 After School Detention	
12	1 After School Detention	10 Days on Restricted List/Telephone Conference
18	1 Day ACI	Guidance Referral
24	2 Days ACI	Parent Conference
30+	Discretion of the Vice Principal	

Parent / Guardian Notification and Disciplinary Action:

When a student accumulates five, ten, fifteen, and twenty unexcused absences, a letter will be sent to the parent/guardian. The student may also be placed on the restricted list for the remainder of the school year at the discretion of administration and being placed on the restricted list will keep the student from attending all school sponsored activities, including, but not limited to, sports, dances, field trips and the Semi-Formal.

Truancy: The laws of the State of New Jersey require children between the ages of six and sixteen to attend school on a regular basis. Students found to be truant can be deemed as juvenile delinquents and proceeded against as such. Parents or guardians who fail to comply with the provision of the State Statutes can be deemed to be disorderly persons and subject to a fine. The case will be referred to the school district truant office for prosecution through the court system.

EARLY STUDENT DISMISSAL

These requests should be submitted to the office before the start of the school day. We will not interrupt classrooms during instructional time in order to call a student out of class for early dismissal, except in an emergency situation. No students will be dismissed until a parent or designated adult comes into the office to sign out the student. Parents or designated adults may be required to show identification.

Students Leaving Early or Coming in Late to School:	
Signed Out:	Signed In:
Before 10:40- absent full day	Before 10:40- late
Between 10:40-12:40- ½ day absence	Between 10:40-12:40- ½ day absence
After 12:40- full day- missing 4 periods of instructional classes	After 12:40- full day absence