

IMS Attendance Procedures

FULL DAY ABSENCE OR LATE ARRIVAL TO SCHOOL : If your student will be absent for the whole school day or arriving late to school, as a result of illness, appointments, or any other reason determined necessary by your family, a parent/guardian must complete one of the following actions:

1. Call the IMS Attendance Secretary by 8:20 am on the day of the absence at **206-236-3400**. Leave her a message informing her of the absence. Provide your child's name, grade, date and reason for the absence.
2. Email the IMS Attendance Secretary at Erin.mcguire@mercerislandschools.org by 8:20am to inform her of the absence. Provide your child's name, grade, date and reason for the absence.
3. Write a note, signed and dated by the parent or guardian explaining the absence that the student brings to the Attendance Secretary.

To Return to School: When your student arrives at school after a full day absence or late arrival, have your student go to the Attendance Window at the front office. The Attendance Secretary will provide the student with a Late Arrival Pass. The student is responsible for taking the Late Arrival Pass to the teacher of the class to which they are returning. *Teachers will not admit students late to class without a Late Arrival Pass from the office.*

EARLY DISMISSAL FROM SCHOOL: It is expected that students remain at school for the whole school day; any deviation will result in partial enrollment. However, if a student needs to leave early due to illness, appointments, or for any other reason as determined by your family, then a parent/guardian must complete one of the following actions:

1. Call the IMS Attendance Secretary, on the morning of (or before) the absence at **206-236-3400** to inform her of the absence. Before school starts, have your student go to the Attendance Window near the front office to get an Early Dismissal Pass.
2. Email the IMS Attendance Secretary at Erin.mcguire@mercerislandschools.org explaining the absence. Before school starts, have your student go to the Attendance Window near the front office to get an Early Dismissal Pass.
3. Write a note, signed and dated by the parent or guardian explaining the reason for the absence. Before school starts, have your student go to the Attendance Window near the front office to get an Early Dismissal Pass.

To Be Dismissed Early from School: Your student must give the Early Dismissal Pass to the teacher of the class they are leaving. *Teachers will not dismiss a student from class without an Early Dismissal Pass provided by the office.*

EXCUSED ABSENCES & TARDIES

Absences may be excused for the following reasons if there is timely verification (prior to class absence or within 5 school days upon return) of such reasons provided to the school:

1. Illness or health condition;
2. Pre-arrange medical appointments for the student (Parents and guardians are expected to schedule appointments, when possible, outside of school hours to diminish the impact of the absence on student's learning. IMS understands this may not always be possible due to scheduling conflicts.);
3. Family emergency;
4. Religious or cultural holiday or participation in religious or cultural instruction*;
5. Pre-arranged participation in a school-approved activity or instructional program*;
6. An approved pre-arranged activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent or guardian*. Vacations are not considered activities consistent with district or state policy.

Please see [Board Policy 3122 A](#) for additional reasons a student's class absence may be excused. Any student who is absent without a legitimate reason as described above will be marked unexcused.

*These types of class absences are considered pre-arranged and students are responsible for communicating with the school prior to their absence.

UNEXCUSED ABSENCES & TARDIES

Unexcused absences and tardies occur when:

1. The parent or guardian submits an excuse that does not meet the definition of an excused class absence as defined above (including vacations);
2. The parent or guardian fails to submit any type of excuse statement for an absence; or
3. The parent or guardian does not submit an excuse within 5 days of the student's return; or
4. Parents or guardians fail to follow proper procedure in any other way.
 - The absence will be marked UNEXCUSED in the Skyward Information System until communication occurs with the parent/guardian, via a phone call or note brought to school.
 - Repeated occurrences of unexcused absences is considered to be truancy. (See information regarding truancy below)
 - Progressive disciplinary action may be enacted including but not limited to lunch detention and/or before/after school detention.

PREARRANGED ABSENCES:

If your student has a planned absence of more than 3 days in length, a parent/guardian will need to contact the attendance secretary five days before the student leaves for the absence. The IMS staff will support families in this process.

UNEXCUSED ABSENCE-TRUANCY: Truancy from individual classes or school will result in consequences ranging from detention to suspension from school. Guidelines from the BECCA Bill will be followed for excessive unexcused absences. Effective the 1995-96 school year, the BECCA Law revised the procedures for enforcing the State Compulsory Attendance Law. It requires the reporting of unexcused absences and the filing of petitions with the juvenile court to reduce truancy. The BECCA bill assists parents and the school in keeping students in school with the support of the juvenile court system, police and outside agencies.

RESPONSIBILITY FOR MISSING WORK: When a student is absent, it is the responsibility of the student with the support of families and IMS staff to identify and complete work that is missing due to the absence. It is recommended that a student review Schoology for each class missed and complete work as able. Students are also encouraged to make an appointment to meet with a teacher or their counselor before or after school to discuss any missing work.

WITHDRAWAL FROM SCHOOL: In the event that a student needs to withdraw from school, the parents of the student need to contact the IMS Registrar at 206-230-6160. The Registrar will guide the parents and student through the withdrawal process. Twenty consecutive absences will result in the withdrawal of a student from Islander Middle School.