



# Section 7

## *Attendance Policies*

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### ATTENDANCE

Attendance is directly related to academic success and a positive school culture. The school calendar is published in advance to provide ample time for families to plan vacations and regularly scheduled doctor visits. Students are required to attend school and arrive on time. Regular attendance reports will be sent home to all Lighthouse families.

### WHAT CONSTITUTES AN ABSENCE?

Missing school for any reason is considered an absence. If a student misses more than half of a school day, the student is counted as absent for the entire day.

### PROCESS FOR REPORTING ABSENCES

All students absent from school for any portion of the day must have a parent or guardian report the absence on our LCS App or call the main office before the start of the school day at (253) 858-5962. If an absence is not reported before the start of the school day, the school will call for verification. If parents cannot be reached, a primary emergency contact person may be contacted.

### ABSENCES AND ATTENDANCE CONTRACTS

If a student is absent for **ten or more days** in a semester, a parent conference may occur and an attendance contract may be established. If the student is absent **20 days or more** within the school year, continuous enrollment may be denied. Special or unusual circumstances may allow for a variance to the policy, but must be approved by school administration.

### VACATIONS/PLANNED ABSENCES

Families are discouraged from planning vacations during the school year because of the burden it places on teachers and students. Teachers will not provide advance schoolwork or an alternative to their classroom

preparation, class discussions, testing, etc. It will be the responsibility of the family to acquire outside tutoring when a student falls behind because of a planned absence.

### **Make-Up Work**

- Parents must contact the main office and teachers with sufficient notification of any planned absence. Students who miss school due to a family vacation must make up work based on the schedule of one (1) day make up day per missed day with a limit of five (5) days total. Example: 3 days missed = 3 days to make up work; 8 days missed = 5 days to make up work. Work not made up at the end of the allotted time will be given a grade of zero.

### **MEDICAL APPOINTMENTS**

Every effort should be made to schedule routine doctor, dentist, and orthodontist appointments to create the least amount of interference with the school day. Exceptions may be made for students with chronic illnesses. Medical documentation from a doctor is required. Appointments during school hours should be kept to a minimum. Students are not counted absent for medical or dental appointments, provided they attend at least half the school day (3 hours).

### **TARDINESS**

Students are counted tardy if they are not in their classroom at the designated start time. Students who are late must stop at the main office to receive an office pass. If a student is tardy **10 or more** times in a semester, a parent conference may occur and an attendance contract may be established. If the student is tardy **20 days or more** within the school year, continuous enrollment may be denied. Special or unusual circumstances may allow for a variance to the policy, but must be approved by school administration.

### **EARLY DISMISSALS**

Student safety is of utmost importance. Parents picking up their students early must give the teacher notice before school. Parents/guardians may also notify the main office by phone or email when a student needs to leave early.

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