

HARBOUR POINTE MIDDLE SCHOOL

ATTENDANCE • STUDENT SERVICES

425.366.5105

STUDENT ABSENCES

Students will be excused from a class period or for the school day if the absence meets one of the twelve acceptable reasons outline in WAC 392-401-020. The Twelve Acceptable Reasons and the Mukilteo Board Policy can be found in the following links:

- <http://apps.leg.wa.gov/WAC/default.aspx?cite=392-401-020>
- <http://info.mukilteo.wednet.edu/board/policy/pol/3122-p.html>

An email (HPAttendance@mukilteo.wednet.edu), written note or phone call from a parent/guardian to the Attendance Desk (425.366.5105) must be received **within two school days of the student's return to school.**

For an extended absence, a middle school Pre-Arranged Absence Form must be submitted one week before the planned absence. This form will be signed by all teachers and approved by the school's principal.

Teachers are not required to provide assignments prior to an absence.

LATE TO SCHOOL (TARDY)

When arriving late, your student MUST check in at the Attendance Desk in Student Services before going to class. A note or phone call from the parent is required to excuse a tardy. An "Admit Slip" will be issued when they sign in. Excessive tardy arrivals may result in a conference with the Assistant Principal.

EARLY DISMISSAL

If you know ahead of time that you need to pick up your student for an appointment:

- Send a note with your student on that day
- Have them stop by the Attendance Desk in Student Services in the morning
- Student will be given a pass to leave class at the appointed time
- Student will come through Student Services to sign out at departure time
- Student can meet you outside of the building/at your vehicle

**** Adults NOT listed on student contacts must have parental approval to pickup a student ****

**** Photo ID is required when picking up a student ****

***HELPFUL REMINDER:**

To avoid frustration and delayed departure time, be sure to arrive early enough to allow for student to be located and then sent to Student Services. Potential time consuming situations include P.E. (student may be somewhere outside and need to change into their regular clothing) at lunch (picture trying to locate your student among 270 other students in the Cafeteria, the Great Hall or outside!) or in an assembly (with 830 students!)

BUS PASSES

A bus pass is required for your student any time they will ride a different bus home or will depart their bus at a different stop. A signed written note is required from the parent/guardian in order for your student to obtain a bus pass. Please be sure to include the date, your student's name, the name of the student they are riding with and the bus route # (if known.) Lastly, please instruct your student to pick up their bus pass from Student Services **prior to the end of the day to avoid missing the bus!**