

LYNDEN MIDDLE SCHOOL

Student Handbook 2022-2023



Our mission is to empower all students to become life-long learners through culturally responsive, compassionate, and skillful teaching because we believe every child deserves opportunities to attain success and joy in life.

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Lynden, Washington 98264
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Mr. Vincent Riccobene
PRINCIPAL

Mrs. Cyndi Selcho
ASSISTANT PRINCIPAL

Mrs. Christie Long
DEAN OF STUDENTS

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SECTION 1 – QUICKSTART GUIDE

Can I ride my bike, scooter, or skateboard to school?

Yes – however you will need to ride in on the trail on the north side of the school, along the tennis courts, and place your ride in one of the bike racks. Bike racks are not locked, and the school is not responsible for lost items. Inappropriate use of bikes, scooters, and skateboards may result in loss of privilege to ride on campus.

What should I know about riding the bus?

Bus drivers will provide riders with an explanation of rules on the bus. In general, the same rules that apply at school apply on the bus. If your conduct on the bus is inappropriate or disruptive, you may face discipline at school and/or removal from bus service. Information on bus routes and pick-up times can be found online on the [Transportation Department website](#).

What time can I get to school? What time do I have to leave?

The doors open for student arrival at 7:20am. Students who are not eating breakfast in the cafeteria may go directly to their first class of the day. School begins at 7:40am and ends at 2:00pm. All students must be off campus by 2:15pm unless they are being directly supervised by a staff member as part of an activity.

How do I get into the building in the morning? What if I'm tardy?

Students who ride the bus, bike, or walk from the back of the school can enter through their grade-specific doors. (See the map in section 5 of this handbook.) Students being dropped off will exit cars under the covered area at the back side of the school and enter on that side of the building. If you arrive after school has started, you will need to come into the main entrance doors and stop in the office for a tardy slip.

What are the expectations for my behavior at school?

Lynden Middle School uses "PRIDE" to provide expectations for student behavior. Each letter in "PRIDE" stands for a character trait we expect from our students. Students at LMS are expected to demonstrate positivity, respect, involvement, dependability, and effort. For more information on what that means, see section 2 on the following page.

What if I don't meet behavior expectations at school?

Mrs. Selcho (Assistant Principal) and Mrs. Long (Dean of Students) work with students who don't meet behavioral expectations at school. Our goal is to use behavioral violations as an opportunity to reteach expectations, practice what students should do next time a given situation occurs, and to help students make amends for any wrongs they may have visited upon others. Take a look at the "Discipline" and "Student Conduct" areas of section 3 of this handbook for more details.

Does LMS have a dress code?

Yes, we do! Our dress code is designed to help you make good choices about the clothing you choose to wear to school. In short, you can't wear anything that is a health or safety concern, or that will disrupt the education of yourself or others. For more details, please see the "Dress Code" area of section 3 of this handbook. Please note – individual teachers may have certain requirements that you will be required to follow while in their classrooms (such as no hats or hoods).

Can my parent/guardian visit the school?

Yes! All visitors are required to report to the office and wear a visitor's badge on campus. Parents who wish to volunteer in classrooms should fill out a volunteer form found in our office. Non-LMS students cannot come on campus.

How do I sign up for sports?

Our school sports teams are open to 7th and 8th graders. Sign-ups happen through the Main Office by talking to Mrs. Baar. All sports forms are done [online through Final Forms](#).

What if I'm going to be absent?

Please have your parent report your absence to the office via phone (360-354-2952), email (warners@lynden.wednet.edu), or by submitting [this form](#). If your absence is for a family event or trip and is more than 3 days in length, please have your parent submit the [Pre-Arrange Absence Form](#) at least a week in advance. It is also important to talk to or email your teachers if you are absent to check-in and get any work necessary.

How do I see the counselor or other office staff?

Please complete the [Office Appointment Request Form](#) or stop by the main office to request an appointment. Our office staff will get to you as soon as possible.

Will we be able to use lockers this year?

Yes, students will be given the opportunity to sign up for a locker with their first core teacher. Students will be responsible for the proper care and treatment of their lockers. Students are strongly encouraged to keep their locker combinations private. The school cannot assume responsibility for items stored in lockers. Lockers are considered the property of the school and subject to searches.

How will I know that school is closed due to inclement weather?

In the event of inclement weather, please listen to local radio stations from 6:15am to 7:15am and check the district website for more information about delayed starts or school closures.

What if I lose something at school?

Belongings that are found at school are placed in the lost & found cabinet in the cafeteria. Students who have lost items may look for them there. All items not claimed at the end of the year are donated.

What if I need to take medication at school?

Students who take medication at school need to have their doctor complete a form giving permission and guidelines to the school for administering the medication. The school nurse oversees this process. Students are not permitted to carry medication to or from school, nor are they allowed to carry medication during school or to self-medicate without prior approval from their doctor and our nurse. This includes all over the counter and prescription medications.

When can I use my personal cell phone at school?

Student cell phones are not permitted to be used for personal use during the day. If you need to use your cell phone for any reason, please come to the office to do so or ask a staff member for permission to use in class. Cell phones should remain in your backpacks or out of sight during the school day to avoid distractions.

What if I need to get ahold of a parent or guardian during the day?

Students may ask to use classroom phones or place a call from the office to listed parents/guardians and emergency contacts. Students may not use phones without permission. Do not use your personal device for this unless you get permission from a staff member first.

What if my parent needs to get ahold of me during the day?

Parents can contact the office and leave a message for their student. We do our best to relay messages to students during the course of the school day, but it can be challenging, especially if the messages come late in the school day. We encourage families to communicate after-school plans to their children prior to the start of the day to minimize the use of our office staff for this purpose.

SECTION 2 – STUDENT EXPECTATIONS

Student expectations at Lynden Middle School are driven by our “PRIDE” framework. Each letter in the word “PRIDE” stands for a different character trait we expect from our students. Please review the matrix below for specifics on how you can demonstrate your Lion “PRIDE” throughout your time at LMS!

	ACADEMICS	COMMUNITY	PROPERTY
P POSITIVITY	<ul style="list-style-type: none"> Build a growth mindset about your abilities Come to class with a positive attitude 	<ul style="list-style-type: none"> Use polite words and good manners in your dealings with others Keep conversation topics appropriate for school Show appreciation for school staff Greet others when you see them Walk on the right side of the hallways 	<ul style="list-style-type: none"> Keep your belongings clean and organized for easy use
R RESPECT	<ul style="list-style-type: none"> Allow others to share their opinions and points of view Treat those who are different than you with kindness 	<ul style="list-style-type: none"> Use appropriate language at school Listen to the direction of school staff the first time Use quiet, low voice in indoor common spaces Keep yourself out of others’ personal space 	<ul style="list-style-type: none"> Throw away trash in appropriate bins Treat school equipment with care and use it for the proper purpose Touch only items that are yours
I INVOLVEMENT	<ul style="list-style-type: none"> Plan to attend school every day Focus on the learning Take advantage of growth opportunities that are given to you 	<ul style="list-style-type: none"> Invite others to join your group Assist others who need help Report any rule violations Adhere to safety policies Look for ways to get involved with sports, clubs, etc. 	<ul style="list-style-type: none"> Ask before borrowing
D DEPENDABILITY	<ul style="list-style-type: none"> Do your own work Set personal goals and track steps to achieve them 	<ul style="list-style-type: none"> Be a team player Keep cell phones put away from 7:40a to 2:00p 	<ul style="list-style-type: none"> Come to school with all required supplies daily
E EFFORT	<ul style="list-style-type: none"> Complete all assignments and turn them in on time Ask for help when you need it 	<ul style="list-style-type: none"> Be fair and honest in your dealings Listen quietly when someone is speaking 	<ul style="list-style-type: none"> Clean up after yourself Maintain and replenish supplies

SECTION 3 – POLICIES

The following policies are a summary and highlighting of the most relevant Lynden School District Board Policies that guide the student experience at Lynden Middle School. To review the full list of policies, please click [here](#).

ATTENDANCE (LSD BOARD POLICY 3122)

Washington State legal code establishes responsibility for attendance at school as resting primarily with students and parents. Consistent attendance is critical to school success. It is challenging and sometimes impossible to make up a missed class, at least in its entirety, because of the unique circumstances of the lesson.

Excused Absences

The following are valid excuses for absences and tardiness:

- Participation in school-approved activity or instructional program
- Absence due to illness, health condition, medical appointment, family emergency, religious purposes, court, judicial proceeding or serving on a jury, post-secondary program visitation, or scholarship interview, state-recognized search and rescue activities, and issues related to homeless status
- Absence for parental-approved activities, if agreed to by the principal and parent/guardian
- Absence resulting from disciplinary actions or short-term suspension
- Extended illness or health condition

Lynden Middle School requests that all reports of excused absence be submitted to the attendance secretary within 48 hours of the absence via phone, e-mail, writing, or by submitting [this form](#).

Unexcused Absences

- The parent/guardian submits an excuse that does not meet the definition of an excused absence
- The parent/guardian fails to submit any type of excuse statement, whether by phone, e-mail, or in writing for the absence

Pre-Arranged Absence

Any absence of three or more days due to a family vacation or event must be pre-arranged with the school administration at least one week prior to the absence. Requests can be submitted by using [this form](#). Failure to pre-arrange the absence will result in unexcused absence and loss of credit during the days missed.

DISCIPLINE (LSD BOARD POLICY 3200, 3241, 3241P)

All students who attend the district's schools will comply with the written policies, rules, and regulations of the schools, will pursue the required course of studies and will submit to the authority of staff of the schools, subject to such discipline, including other forms of discipline as the school officials will determine.

Unless a student's presence poses an immediate and continuing danger to others or an immediate and continuing threat to the educational process, staff members must first attempt one or more other forms of discipline to support students in meeting behavioral expectations before imposing classroom exclusion, short-term suspension, or in-school suspension. These other forms of discipline may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035. Other forms of discipline may include:

- Behavior monitoring
- Mentoring
- Peer mediation
- Social skills instruction
- De-escalation strategies
- Restorative justice practices
- After-school detention (not more than 40 minutes per day)

Note that staff members are not restricted to the above list and may use any other form of discipline compliant with WAC 392-400-025(9).

The district has also established procedures to address grievances of parents or students related to other forms of discipline, classroom exclusion, and exclusion from transportation or extra-curricular activity. The grievance procedures include an opportunity for the student to share his or her perspective and explanation regarding the behavioral violation.

ELECTRONIC DEVICES (LSD BOARD POLICY 3245)

Students at Lynden Middle School may use personal cell phones or electronic communication devices for instructional purposes only, when given permission by school staff. Personal use of cell phones or other electronic communication devices is not allowed during school hours (7:40-2:00).

Even if permitted due to instructional purposes, students may not use cell phones or other electronic communication devices to:

- Access or view Internet websites that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored activity
- Capture, record, or transmit audio and/or images of any student, staff member, or other person in the school without their permission
- Photograph or record video/audio in locker rooms, bathrooms, or on school busses or other district vehicles; similar use is prohibited in classrooms without teacher permission and/or for educational purposes
- Reasonably create in the mind of another an impression of being threatened, humiliated, harassed, embarrassed, or intimidated
- Capture and/or transmit test information or any other information constituting fraud, theft, cheating, or academic dishonesty

Possession of a cell phone or other electronic communication device by a student is a privilege that may be forfeited by any student who fails to abide by the terms and provisions of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action and/or confiscation of the device. If multiple violations occur, a student may lose their privilege to bring a device to school for the remainder of the school year. Consequences of violation may include:

- Warning / Confiscation of device until the end of the day
- Confiscation of the device and return to parent at a meeting to discuss violation
- Confiscation of device and return to parent; privilege of having a device revoked for the year
- Confiscation of device until the end of the school year

FREEDOM OF EXPRESSION (LSD BOARD POLICY 3220)

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of opinion on school premises is to be encouraged so long as it does not substantially disrupt the operation of the school. Students are expressly prohibited from the use of vulgar and/or offensive terms in classroom or assembly settings.

Publications or other materials may be distributed on school premises in accordance with procedures developed by administration. Such procedures may impose limits on the time, place, and manner of distribution including prior authorization for the posting of such material on school property. Students responsible for the distribution of material which leads to a substantial disruption of school activity or otherwise interferes with school operations will be subject to corrective action, including suspension or expulsion, consistent with student discipline policies.

HARASSMENT, INTIMIDATION, & BULLYING (LSD BOARD POLICY 3207, 3207P)

Lynden Middle School is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and community members that is free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentionally written message or image – including those that are electronically transmitted – verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics when an act:

- Physically harms a student or damages a student's property
- Has the effect of substantially interfering with a student's education;
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

"Other distinguishing characteristics" can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status, and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images. Any student who believes that he or she has been subjected to harassment, intimidation, or bullying either as a victim or witness to, should bring this to the immediate attention of a teacher, counselor, and/or administrator. All such complaints will be investigated promptly and fairly and, where appropriate, immediate corrective action will be taken. Students involved in a harassment complaint shall not be retaliated against because of participation in the complaint procedure.

SEXUAL HARASSMENT (LSD BOARD POLICY 3205, 3205P)

Lynden Middle School is committed to a positive and productive education free from discrimination, including sexual harassment. For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees, or third parties involved in school district activities.

Under federal and state law, the term "sexual harassment" may include:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual's educational performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

STUDENT CONDUCT (LSD BOARD POLICY 3240)

An effective instructional program requires a wholesome and orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

- A. Respect the rights, person and property of others;
- B. Pursue the required course of study;
- C. Preserve the degree of order necessary for a positive climate for learning; and
- D. Comply with district rules and regulations;
- E. Submit to the authority of staff and reasonable discipline imposed by school employees and respond accordingly.

For a description of offenses that rise to the level of "Disruptive Conduct" or "Exceptional Misconduct" please refer to the linked board policy.

STUDENT DRESS (LSD BOARD POLICY 3224)

Preserving a beneficial learning environment and assuring the safety and well-being of all students is a primary concern. Students' choices in matters of dress should be made in consultation with their parents. Student dress will only be regulated when, in the judgement of school administrators, there is a reasonable expectation that:

- a health or safety hazard will be caused by the student's dress or appearance, including possible membership in a gang or hate group;
- damage to school property will result from the student's dress; or
- a material and substantial disruption of the educational process will result from the students' dress or appearance

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's dress or appearance is inconsistent with any part of the educational mission of the school district. Dress or appearance may be prohibited if it includes the use of lewd, sexual, drug, tobacco, or alcohol-related messages, or gang-related apparel. The uniforms of nationally recognized youth organizations and clothing worn in observance of a student's religion are not subject to this policy.

SECTION 4 – BELL SCHEDULES

The Lynden Middle School student day runs from 7:40 to 2:00 and includes time for students to engage in academic and elective class work, as well as time for lunch and recreation. See below for specific class times.

MONDAY, TUESDAY, WEDNESDAY, FRIDAY SCHEDULE (7:40AM START)

	6 th
AM CORE	7:40-9:36
ELECTIVE	9:39-10:31
AM CORE	10:34-11:00
LUNCH	11:00-11:30
PM CORE	11:33-2:00

	7 th	8 th
1 st Period	7:40-8:32 (Elective)	7:40-8:35
2 nd Period	8:35-9:30	8:38-9:33 (Elective)
3 rd Period	9:33-10:28	9:36-10:31
4 th Period & Lunch	10:28-10:58 LUNCH	10:34-11:30
	11:01-11:56 (Elective)	11:30-12:00 LUNCH
5 th Period	11:59 –12:58	12:03-1:01
6 th Period	1:01-2:00	1:04-2:00 (Elective)

WEDNESDAY 1-HOUR LATE START (8:40AM START)

	6 th
AM CORE	8:40-10:16
ELECTIVE	10:19-11:01
AM CORE	11:04-11:26
PM CORE	11:29-12:00
LUNCH	12:00-12:30
PM CORE	12:33-2:00

	7 th	8 th
1 st Period	8:40-9:22	8:40-9:25
2 nd Period	9:25-10:10	9:28-10:13
3 rd Period	10:12-10:58	10:16-11:01
4 th Period & Lunch	Lunch 10:58 -11:28	4 th 11:04-11:30 & 12:03-12:24
	4 th 11:31 -12:16	Lunch 11:30-12:00
5 th Period	12:19-1:08	12:27-1:12
6 th Period	1:11-2:00	1:15-2:00

SECTION 5 – CAMPUS ENTRY MAPS

When entering or leaving school, there is a specific plan of how students will exit the building. Please see the maps below for specifics.

<p>MORNING ENTRY (7:20-7:40)</p> <ul style="list-style-type: none"> Blue = path for students biking (or skateboarding or scootering) Yellow = path for students walking to school Red = parent drop-off path in vehicles 	
<p>AFTERNOON EXIT (2:00-2:15)</p> <ul style="list-style-type: none"> Students will wait under the covered area at the back of the building. Cars should drive the route shown by yellow arrows and line up in the designated waiting lines to await their turn to go to the pick-up zone. 	

SECTION 6 – LOG-IN INSTRUCTIONS

All students at Lynden Middle School will be checked-out a school-owned laptop for academic use. See below for instructions on how to log-in, as well as how to access student email and Canvas.

SCHOOL EMAIL ADDRESSES & PASSWORDS:

Your Lynden School District email address is made up of three parts: 1) the last two digits of your graduation year, 2) your last name, and 3) your first initial, followed by “@lynden.wednet.edu”. See the example below.


Graduation Year

26smithj@lynden.wednet.edu

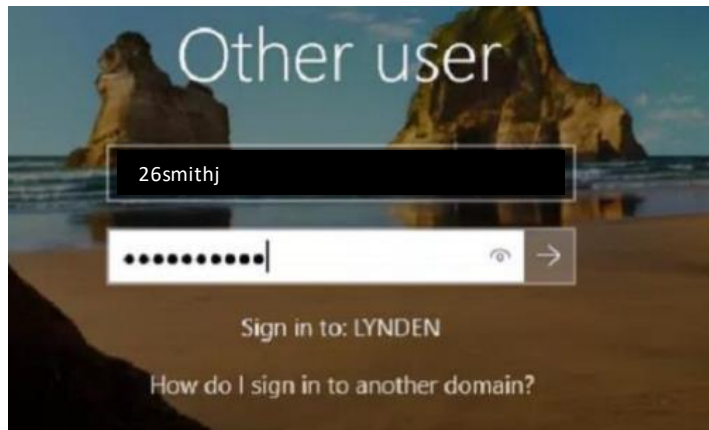
Last Name First Initial

Your Lynden School District password is formatted as follows: L0123456! In your password, the numbers 123456 will be replaced by your unique student ID (your lunch number) which is available on your printed schedule or in Skyward if you don't know yours.

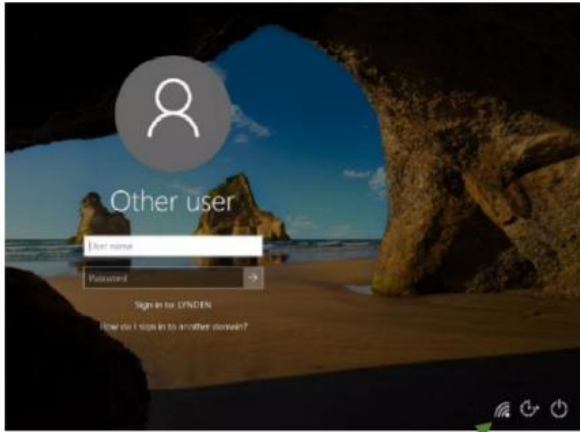
LOGGING-IN TO A SCHOOL-PROVIDED DEVICE:

- Step 1: Turn on the laptop using the power button 
- Step 2: The first screen will be a “Terms of Service” agreement. You must click “Okay”
- Step 3: Log-in to the device using the following information

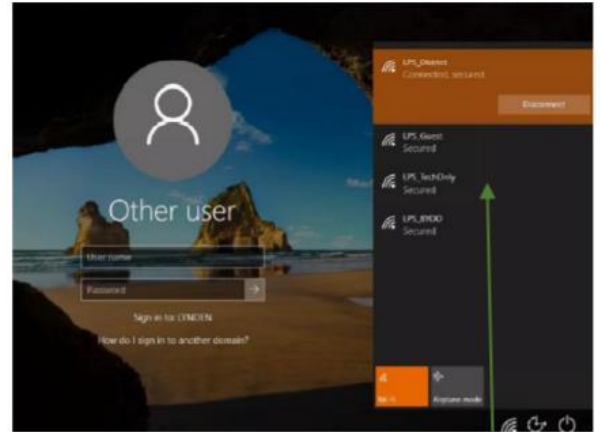
Username: 26smithj
Password: L0123456!



Step 4: Your device should log-in. Please connect your device to your available WiFi connection by clicking on the WiFi icon in the bottom right corner of the screen. Find the WiFi network and login.



Click on the WiFi icon in the bottom right of your screen.



Find your WiFi network and login.

Step 5: Open Google Chrome (link on desktop). The first page that opens will be ContentKeeper. Log-in to ContentKeeper using your Lynden School District email address and password – as explained at the beginning of this section.



Once those steps are completed the device is ready for use. You will need to follow those same steps each time you log-in to the device.

ACCESSING CANVAS (OUR LEARNING PLATFORM)

- Step 1: Open Google Chrome (link on desktop)
- Step 2: Navigate to Lynden Middle School’s website (<https://ms.lynden.wednet.edu/>)
- Step 3: Select “Canvas” in the menu located on the right side of the page
- Step 4: Log in to Canvas
- Step 5: Once Canvas is logged-in, you will see your classes on your dashboard. Select the course you want to access to be taken to that class’s homepage

ACCESSING EMAIL

- Step 1: Open Google Chrome (link on desktop)
- Step 2: Navigate to Lynden Middle School’s website (<https://ms.lynden.wednet.edu/>)
- Step 3: Select “Email” in the menu located on the right side of the page.
- Step 4: Use your school email address and password to log-in

SECTION 6 – SCHOOL SUPPLIES

Students should make sure they have their supplies with them at school daily for use in their classes. Families can support students by making sure supplies which run out or are lost are replenished in a timely manner. Without these supplies students will be unable to successfully engage in their learning.

6 TH GRADE	7 TH & 8 TH GRADE
<ul style="list-style-type: none"> ○ Backpack / Tote Bag ○ 1 ½" or 2" binder with 5 dividers ○ Pencil Pouch ○ Composition Books – 2 minimum ○ Pencils ○ Pens – Assorted Red, Blue, and Black ○ Highlighter ○ Colored Pencils (minimum 12 colors) ○ Earbuds with 3.5mm jack ○ College-Ruled Notebook Paper ○ Eraser Tops or Pink Erasers ○ White board markers (minimum of 2) <p>Class-Specific Supplies:</p> <ul style="list-style-type: none"> ○ 9" x 12" Sketch Book (Art Students Only) ○ T-Shirt, Shorts, & Athletic Shoes (PE Students) ○ Green/Gold/White Reversible Jersey* (PE Students) <p><small>*needs to be purchased at Hats Off Lynden or online through Amazon or Epic Sports</small></p>	<ul style="list-style-type: none"> ○ Backpack / Tote Bag ○ 2" or 3" binder with 6 dividers OR 6 Pocket Folders OR Accordion Folder ○ Pencil Pouch or Box ○ Composition Books (2) ○ Plastic Folder w/ Pocket (1) ○ Pencils (12+) ○ Ultra-Fine Point Black Sharpies (5+) ○ Highlighters (5) – pink, yellow, green, blue, orange ○ Colored Pencils (minimum 12 colors) ○ Earbuds with 3.5mm jack ○ College-Ruled Notebook Paper ○ Pink Erasers (2-3) ○ Glue Sticks (6+) ○ Scissors ○ Ruler (must include standard and metric measurements) ○ Calculator w/ Sq Rt (recommended TI-30) <p>Class-Specific Supplies:</p> <ul style="list-style-type: none"> ○ 9" x 12" Sketch Book (Art Students Only) ○ T-Shirt, Shorts, & Athletic Shoes (PE Students) ○ Green/Gold/White Reversible Jersey* (PE Students) <p><small>*needs to be purchased at Hats Off Lynden or online through Amazon or Epic Sports</small></p>

SECTION 7 – CONTACTING US

As the school year gets underway, both student and parent may need assistance or to contact school staff. Here are some easy ways to get the help you need!

Lynden Middle School Office: 360-354-2952

- Option 1 = Shannon Warner, Attendance Secretary
- Option 3 = Kelli Baar, ASB & Athletics Secretary
- Option 4 = Shelli Joss, Registrar
- Option 5 = Jack Hallmark, Counselor A-L
- Option 6 = Coral Bartlett, Counselor M-Z
- Option 7 = Christie Long, Dean of Students
- Option 8 = Cyndi Selcho, Assistant Principal
- Option 9 = Vincent Riccobene, Principal

Staff Email Addresses are available on our website at https://ms.lynden.wednet.edu/lms_staff

Report an Absence Form



<https://bit.ly/lmsabsencereport>

Pre-Arranged Absence Form



<https://bit.ly/lmsprearrangedabsence>

LMS Schedule Change Request



<https://bit.ly/3cguOvP>

Office Appointment Request



<https://bit.ly/3wygISO>