

ATTENDANCE

90% Attendance: Regular attendance at school is most important for success. Establishing good attendance and punctual habits now will carry over when you go to work. At LHS, privileges and participation in extracurricular activities are tied to students who maintain at least a 90% attendance rate, that is a student must be in school, all 7 periods, 90% of all scheduled school days unless the absence has been excused per school policy.

Excused Absences: Any student who is absent must bring a note from his or her parent or guardian within **48 hours** of returning to school stating the date(s) of the absence and the reason for the absence. Absences will only be excused if they are for a reason set forth as excusable in district policy. This includes absences from class that are a result of **checking-out** of school. Please remember that at the high school level attendance is taken on a by-period basis.

A note from a parent or guardian does not guarantee that an absence will be excused. Parent/guardian notes will only be accepted **for eight (8) days of absence** during a semester. Any other absences during the semester will require other documentation, such as a doctor's or dentist's note, military excusal form, proof of death in the family, etc. According to district policy, students have two days (2) for every day they have been absent to complete missing work.

Absences may be excused for the following reasons only:

- a. Illness of the student – Parent/guardian notes are acceptable for up to eight (8) days in a semester for student illness.
- b. Death in the family
- c. Emergency in the family (must have administrator approval)
- d. Religious holiday of the specific faith of the student

Pre-Arranged Absences: Absences that are planned in advance may be approved if they are for educational purposes or for some family situations **only** if a student's overall attendance is otherwise excellent. **Pre-arranged absences count as parent note days.**

Unexcused Absences: When a student is absent from a class and does not bring required documentation in order to excuse the absence, the student will not receive full credit for make-up work. The percent credit received will be to teacher discretion. Teachers do NOT have to allow a student to make up missed work due to an unexcused absence.

Excessive Unexcused Absences It is important to know that Florida law requires the school district to report when a student accumulates **fifteen (15) unexcused absences in a 90 calendar day period**, with or without the knowledge or consent of the student's parent/guardian. When this information is received by the state of Florida, the student will lose his or her driver's license and will be required to have thirty days (30) of perfect attendance in order to be eligible to have the license reinstated.

In addition, students who exhibit patterns of poor attendance: 5 unexcused absences, or absences for which the reason is unknown, within a calendar month, or 10 unexcused absences within a 90 calendar-day-period, will be referred to the Truancy Intervention Program (TIP) for additional measures related to improving attendance and achievement.

Midterm and Final Exams: Also, Students **may not be absent during midterms or final exam days** without a doctor's note. **Exams may not be made up without a medical excuse unless there is an extreme emergency.** Students whose families are leaving the area for work purposes before the end of the school year will **only** be approved if their attendance throughout the year has been acceptable.

ATTENDANCE=SUCCESS

90% UNEXCUSED ABSENCE REQUIREMENT FOR PARTICIPATION

1. Students may not participate in practices, rehearsals, etc. in preparation for athletic contests, performances, and extra-curricular events when he/she is below the 90% unexcused absence requirement.
2. Students may not play, participate, or perform in interscholastic athletic contests (games, matches, etc.), performances, and extra-curricular events if he/she is below the 90% unexcused absence requirement.
3. Playing, participation, or performing privileges are earned or restored when the student meets the 90% unexcused absence requirement.
4. Students may attend athletic events and performances as a spectator for the price of admission even though he/she is below the 90% unexcused absence requirement.
5. Students may not purchase tickets for dances, homecoming events, prom, grad night, etc., if he/she is below the 90% unexcused absence requirement. The privilege to purchase these tickets is earned or restored when the student meets the requirement.
6. Students purchasing more than one ticket for dances, homecoming events, prom, etc., must provide the name(s) to confirm compliance with the 90% unexcused absence requirement. Tickets will not be sold for students who are below the requirement.
7. Students may not attend field trips if he/she is below the 90% unexcused absence requirement. The privilege to attend the field trip is earned or restored when the student meets the requirement.
8. Students may not drive to school if he/she is below the 90% unexcused absence. The privilege to drive and park in student parking lot is earned or restored when the student meets the requirement.

TARDY POLICY

If you are tardy to school(1st period), you must check-in through the RTC Room. Excessive tardies to school will result in an office discipline referral:

3,6 Tardies-Lunch Detention

9,12 Tardies- Work Detail 2:45-3:45p.m. days TBD

15,18 Tardies- 2+ Days of ISS

**Tardies are per class period and per quarter*

Tardies to school may be excused at the discretion of the principal/designee in the event of a family emergency, sickness, or appointment. The student must arrive at school with the excuse note from the parent/guardian. Tardy notes will count towards the student's parent notes, which allow for up to eight excused days of absence a semester.

EXTRACURRICULAR ACTIVITIES ATTENDANCE & TARDY POLICY:

- 5 Unexcused Absences (AU) within a semester will result in the student being ineligible for the remainder of the semester.
- More than 8 unexcused tardies to class or school (cumulative) within a semester will result in the student being ineligible for the remainder of the semester

****CHECK-OUT POLICY**

If a student becomes ill at school, he/she should go to the nurse's office. If at the discretion of the nurse, the student is too ill to finish the school day, a parent/guardian will be called in order for the student to check out of school. These absences will be excused per the nurse. If the student checks out without going through the nurse, the absence will not be excused. At no point should a student use their cell phone to contact their parents to check-out of school. Students may use the phone in the front office for emergencies.

If the student checks out for an appointment, the student should bring an official note to the attendance office the following day in order to excuse the absence. School attendance is on a by-period basis, meaning if any period is missed, there should be some sort of documentation explaining the absence in order for it to be excused. Unexcused absences including early check-out or late arrival will count towards the 90% attendance policy.