



LIBERAL

HIGH SCHOOL

Darla Forney, Principal

Liberal High School
1611 W. 2nd Street
Liberal, KS 67901
620-604-1200

Attendance & Tardy Procedures at LHS

Hello LHS Family,

Can you believe we are already nearing the end of the semester? Thank you for your continued support with dress code expectations, student ID use, and compliance with our cell phone policy. We have wrapped up some activities and athletic programs for the season, while others are just beginning. Students and staff are busy preparing for the close of the semester! Grades are being finalized, semester testing is right around the corner, and credits will soon be issued.

As a reminder, students must **earn credits** to graduate from high school. Each student needs **26 credits** to meet graduation requirements, and that means successfully passing their courses.

Just like any workplace, schools must have rules and procedures to ensure an effective learning environment. In the workplace, **time equals money**—in education, **time equals learning**, which results in credits earned. To support academic success, **students need to be present and on time**. When students arrive late, it disrupts the entire classroom. When they miss class, they fall behind on both instruction and assignments.

We must continue teaching our students the importance of attendance and punctuality. These habits are essential for success beyond high school—whether in college or the workforce. Employers expect reliability, and college professors do not excuse missed classes or late work.

We appreciate your partnership as we continue to emphasize expectations that lead to student success. **Our next area of focus will be attendance and tardies.**

Start of the Day

- First bell: **7:50 AM**
- Tardy bell: **7:55 AM (school start time)**
- Students arriving **7:55:01–8:04:59 AM** are counted tardy.
- Students arriving **after 8:05 AM** are counted **unexcused absent** from 1st mod.

Attendance Notes

- Absences may be excused with a **doctor's note** or a **parent note** submitted within 48 hours. Notes may be emailed or sent with the student.

Kansas Education Code

- 3 consecutive unexcused absences (51 mods)
 - 5 unexcused absences in a semester (85 mods), or
 - 7 unexcused absences in a school year (119 mods)
- = **Truancy**, which may result in legal action.

New Tardy Procedures (Effective 01/07/26)

To address tardies, we will begin scanning student IDs upon late arrival. Consequences are as follows:

- **3 tardies** → SMART CHOICE CLUB on Tuesday during Club Time.
- **4 tardies-6 tardies** → 1 hour AFTER SCHOOL DETENTION (Room 113) 3:30–4:30 PM
- **7 tardies** → (2) 2 hour AFTER SCHOOL DETENTIONS (Room 113) 3:30–5:30 PM consecutively. (4 hours of DETENTION on the 7th tardy)

Skipping a DETENTION will result in ISS.

After 7 tardies a parent /student conference will be held and discipline issued.

We realize some students may have siblings to pick up, practices, or jobs after school. Those WILL NOT be excuses for missing DETENTION. We are communicating this information well in advance so that students understand the expectations.

Students must learn to be responsible and on time. Please remember: **Arriving after 8:05 AM counts as an unexcused absence (for first mod only), not a tardy. Students have five minute passing periods.**

We appreciate your support in helping students build strong attendance habits. Together, we can make sure every student has the best opportunity to learn and succeed.