

## **ATTENDANCE POLICY**

### **ATTENDANCE AND CREDIT**

Regular attendance is an important responsibility of the student's life. Poor attendance is the greatest contributing factor to school failure. State law requires attendance accounting. Attendance is recorded on an hourly basis. The school recognizes that there may be lengthy absences due to illness or unusual family circumstances. The administration will be glad to work with individual families to reach an equitable solution to the problem.

### **POLICY**

A student shall be allowed no more than nine (9) absences, excused or unexcused, per semester in any one class. When a student reaches 9 days, the school will send an informational letter to the parents, regardless of prior contact by phone or conference. The letter serves as notification of the number and type of absences by the student in each class.

On the tenth (10) absence, in any one class, the student may be denied credit for that class. Students will have the opportunity to work with their administrator to make up missed time prior to the end of the semester. If a student still has 10 or more absences at the conclusion of the semester the student will be required to complete an attendance waiver appeal. A waiver to maintain full credit must be submitted by the end of the semester. This waiver should include documentation of illness, funeral, or family emergency from a medical doctor, dentist, minister, or other official source. The waiver should be turned into the attendance office.

### **APPEAL PROCESS**

If the student or parent feels that justifiable or extraordinary circumstances have contributed to reaching the nine-day limit, the student and parent may appeal to the Attendance Review Committee. An appeal form must be completed and filed with the Attendance Office by the end of the semester the absences occurred in. The review by the Attendance Review Committee shall be held within a reasonable time following the end of the semester. If no appeal request form is received by the end of the semester, then credit is denied. The Attendance Review Committee will consist of at least one administrator, counselor, and teacher.

The Attendance Review Committee will consider the reasons for all the student's absences, not only those absences above the nine days allowed. The committee will consider all relevant information including whether:

- The appeal form was returned to the attendance office by the end of the semester in which the absences occurred,
- The student has supplied reasons for each absence with appropriate documentation,
- All semester course work was completed as determined by the teacher,

The possible outcomes from an appeal to the Attendance Review Committee:

- Denial of credit.
- Credit is awarded.

- Student is assigned make-up time for class time missed, once made up credit will be awarded.
- Student is placed on probation for the next semester, with credit held pending satisfactory attendance during the probationary period.

The outcome from the Attendance Review Committee will be communicated to the parents by phone and by written communication.

## **ABSENCE REPORTING**

When a student is absent, the school requires that his/her parent call the attendance secretary between 7:00 a.m. and 10:00 a.m. at 986-2002 and state the student's name, grade and reason for absence.

- If parent contact is not received, a phone call will be made to the parents in an attempt to clarify the absence.
- If parental contact has not been made by the next school day, the absence will be classified as undetermined.
- It is the responsibility of the student and the parent to provide information in a timely manner to the attendance secretary to have undetermined absences reclassified within three school days.
- Any undetermined absences not reclassified within three school days will be recorded as unexcused.

The following absences are "examples" of absences that **will** count toward the nine-day limit:

Oversleeping	Family vacations
Going "out of town"	Missing the bus
No ride to school	Needed at home
Personal business	
Car trouble	
Activity camps	
Other absences excused by parents	
School suspensions (in excess of five days)	
District/state contests or other school related activities in which student is not a participant.	

The following absences **will not** count toward the nine-day limit with proper documentation:

Hospitalization	Death in the family
Mandatory court date	College visits
Religious observance	Documented doctor's appointment
Medically documented illness	
School Suspensions (first five [5] days OSS)	
Documented Dental/Orthodontist appointment	
Verified school counseling/office appointment	
School-related activities in which the student is a participant	
History of chronic health problems, provided that proper documentation is filed with the Attendance Office or in Health Room	

Each unexcused absence results in a one percent reduction in the cumulative grade at the end of the semester.

## **ACTIVITY ATTENDANCE IF ABSENT**

Students must be in attendance a minimum of the **last four class hours of the day** to participate in any activity scheduled for that day. Exceptions are granted with administrative approval only.

If students come to school and leave during the day for health reasons, they may not return or participate that day in activities without administrative approval.

In the event that truancy or suspension of a student takes place, the student will not be eligible for participation until he has fulfilled the disciplinary requirements established by the administration.

## **ARRIVAL AT SCHOOL**

When entering the building in the morning, students should gather all necessary materials for the first period class.

- Students may go to their first period classroom or to the Commons where they will be allowed to visit and/or study until class time.
- Only students who wish to study may enter the Media Center before school. The Media Center is a quiet area at all times.
- Standing in groups in the halls blocks the normal traffic flow and creates the problems of running, pushing, and loud unnecessary talking; therefore, students are to move into rooms and not stand in the hallways.

## **BLOCK CLASS ATTENDANCE**

- Missing block class period counts as two class periods of absence in the attendance system.]

### **CLASS SKIPS**

Absence from all or part of a class without authorization from a parent or administrator is classified as a class skip.

- A parent will be contacted for each incident.
- The first one-hour class skip will result in assignment of two one-hour detentions; the second one-hour class skip will result in a four-hour detention.
- The first block class skip (two class periods) will result in a four-hour detention; the second block class skip (two class periods) will result in two four-hour detentions.
- Subsequent class skips will result in suspension. Each class skip is unexcused and carries a one-percent cumulative grade reduction per each class hour or period.

## **CLOSED CAMPUS**

Students are not allowed to leave school grounds once they have arrived by any means of transportation without authorization from a school official. Any student who has scheduled

authorization to leave school before dismissal must check out at the attendance office. Students in violation of this policy will be assigned an after-school detention and may have their parking permit revoked if they drive off campus.

## **COLLEGE VISITS**

- Juniors and seniors will be allowed **verified** college visits. These visits are excused absences, but are NOT classified as a school activity when calculating outstanding attendance eligibility.

## **DOCTOR AND DENTAL APPOINTMENTS**

Doctor and dental appointments are excused with proper documentation. Since dental and doctor's appointments are an important part of any health or hygiene program, LSHS will honor appointments as follows:

- Parental permission or appointment cards must be presented at the attendance office prior to leaving school to be classified excused. Failure to make prior arrangements will result in an unexcused absence until verification is received in the office.
- If the student must leave while class is in session, please notify the teacher prior to the beginning of class.
- Arrangements must be made with the attendance office in case of an emergency.
- Before leaving for a doctor or dental appointment, students must sign out in the attendance office.

## **DRIVER'S TEST**

Students will be excused for no longer than three consecutive class periods to take a driver's test.

## **EARLY CHECKOUT AND FINALS**

- Students and parents are reminded that students are not to check out early at the end of the semester.
- Students who miss final examinations due to early checkout will lose ten percent of their semester grade.
- In emergency situations a student may request early check out with administrative approval. Parent contact will be made by the administration.
- An early checkout form must then be taken to their teachers to permit early finals at the teacher's discretion.
- Teachers are under no obligation to give early finals.

## **FAILURE TO CHECK IN/OUT OF SCHOOL**

Students must check in to school at the attendance window if arriving after the tardy bell to first hour. Students must also check out of school at the attendance window if leaving before their regularly scheduled exit time.

## **HOMEBOUND STUDENTS' ATTENDANCE ON CAMPUS**

Homebound students are not permitted on campus without prior administrative approval. All homebound students, immediately upon entering the building, must check in at the office and receive a "visitor" badge.

## **ILLNESS DURING THE SCHOOL DAY**

- If a student becomes ill after arriving at school, he/she must report to the health room with a pass from the current hour's teacher.
- If the student is too ill to remain in school, the health room personnel will contact a parent/guardian.
- Student use of personal cell phones to contact parents in the event of illness for permission to leave school is prohibited
- Communicable Disease Guidelines (see Health Services) will be followed.
- If the student does not check out through the health room and/or attendance office, he/she will be classified as unexcused. Any classroom work missed must be made up.