



# Lyman High School Attendance Policy

**Regular attendance provides students the opportunity to participate in many integral learning activities, such as class discussions, group experiences, field trips, guest speakers, and direct instruction, which cannot be simulated or replicated with written work. Therefore, with the goal of promoting student achievement and increasing the likelihood of success, the Seminole County Public Schools has adopted a uniform Attendance Policy that consists of the following components:**

## **I. Compulsory Attendance**

A student enrolled in Seminole County Public Schools who is under the age of 16 is required to attend school regularly during the entire school year. It is the legal responsibility of the parent to ensure middle school student attendance, unless the student is 16 years of age or older and has filed a formal declaration to terminate school enrollment with the Board.

## **II. School Attendance Defined**

Students are considered to be in attendance when they are at school or participating in school-sponsored activities (testing, field trips, blood drive, etc.).

## **III. Student Attendance Recorded**

Teachers are required to maintain an official record of student attendance each day by class period of instruction. Teachers shall notify the administration of a student's absence on the 3rd day of non-attendance.

## **IV. Parent Verification of Absence**

Parent Notes will **no** longer be accepted to excuse an absence. Only legal documentation will be entered in our system (see VII). We will work on extenuating circumstances on a case by case basis.

## **V. School Notification of Repeated Unexcused Absences**

School administrators and teachers are encouraged to contact parents/guardians after every unexcused absence to inform the parent of the absence and to discuss strategies for preventing further unexcused absences. When a student accumulates 5 unexcused absences in a grading period the principal or designee is required to contact, via telephone, e-mail, or letter the parent/guardian of the student in order to arrange a conference to discuss the reasons for the unexcused absences and to initiate school-based truancy interventions. Unsuccessful attempts to make this contact should be documented and a copy sent to the principal or designee.

**\*Student will lose credit for class once they reach the 10<sup>th</sup> unexcused absence in a semester\***

## VII. Excused Absences defined

The principal or designee shall determine if a student's absence from school is excused or unexcused. An absence will be recorded as excused for each day a student is not in attendance for any of the following reasons:

1. Medical treatment provided by a licensed physician
2. Sickness or injury makes attendance inadvisable\*
3. Observance of religious practices or a religious holiday
4. Law enforcement order or court subpoena
5. Death of a family member
6. Natural disaster
7. Traffic accident that directly involved the student
8. Extraordinary circumstances or situations approved by the principal
9. Students are permitted a total of **two official college** visits beginning their **junior year**. In order for a college visit to be excused the student must bring an **official letter** to the attendance office within 5 days.

\* If no verification is submitted within 5 student attendance days, a referral to the school board nurse is required. Should the principal or designee reasonably suspect an abuse of this provision, documentation from a "licensed practicing physician" (M.D., O.D., D.D., D.D.S., and/or D.C., etc.) may be required as a condition for declaring the student's absence for illness excused.

## VIII. Unexcused Absences Defined

Absence from class for any reason other than those identified in Section VII shall be unexcused. In addition, the following conditions shall result in an absence being recorded as unexcused:

### *A. No Documentation of Reason for Absence*

Student absences that are not verified according to the procedures established at the school for documenting the reasons for a student's absence (Section V).

### *B. Vacations/Personal Family Time*

Absences from school due to vacation or personal family time are unexcused. Parents must submit to the principal, in writing, requests for pre-arranged absences due to vacation or personal family time if they wish to obtain, in advance, the class work that will be missed during the nonattendance. Teachers may, but are not required to, provide class assignments to students in advance. When such arrangements are made in advance, assignments are due on the day the student returns to school.

**\*Student will lose credit for class once they reach the 10<sup>th</sup> unexcused absence in a semester\***

## IX. ATTENDANCE AND DENIAL OF CREDIT

- Students who accumulate more than nine (9) **unexcused** absences in a class during a semester will be denied credit for the class
- Loss of credit may interfere with the students' ability to graduate on time. In order to reinstate credit a student must complete make-up time (hour for hour) which will be held on designated days (to be determined) after school. Make-up time may not be done with individual teachers.

## **X. Truancy**

After a student has accumulated 10 unexcused absences in 90 calendar days, the principal or designee will refer the student as outlined in the Truancy Procedures Manual, to the school social worker for processing as a truant.

### **Lyman High School initiates the following communication for absences:**

1. Automatic phone dialer calls phone number of record each day of absence for designated periods.
2. Letters sent home once a student reaches 5 days and again once credit has been denied.
3. Skyward Family Access is available to parents/guardians and Student Access is available to students. It is your responsibility to monitor attendance on a regular basis.

## **ATTENDANCE RELATED PROCEDURES**

### **• CHECK OUT**

No student is permitted to leave campus early without permission from the front office. Medical or dental appointments should be scheduled for after hours. If for any reason a student needs to check out, the parent/guardian must be present to check student out. Please refrain from checking out your student after 2:00pm (M, T, TH, and F) and/or 1:00pm on Wednesday. If a student becomes ill or injured, the parent/guardian will be notified by the office staff. If the student has a valid parking pass and a vehicle, the student will be permitted to leave once the parent has checked them out properly. No student will be permitted to leave with any person other than their parent/guardian or the contact listed on the emergency card.

### **• DRIVER'S LICENSE / ATTENDANCE POLICY**

According to section 322.091 of Florida Statutes, a minor is not eligible for driving privileges unless that minor is enrolled in public school, nonpublic school, or home education, and satisfies relevant attendance requirements. All students attaining age 14 within the current school year, who accumulate 15 unexcused absences in a period of 90 calendar days, will be reported to the Department of Highway Safety and Motor Vehicles. DHSMV will submit notices to the student and parent informing them of the suspension of the student's license. The student and parent will have 15 calendar days from receipt of the notice to request a hardship waiver hearing before the Principal or his Designee.

**ANY QUESTIONS PLEASE CONTACT OUR ATTENDANCE OFFICE at (407) 746-2015**

STATUTORY AUTHORITY: Statutory Authority: §230.22, Fla. Stat. (1998); § 230.23005, Fla. Stat. (1998) and Art. IX, § 4, Fla. Const.

LAWS IMPLEMENTED: §§230.23(6)(b), 232.01, 232.0225, 232.09, 232.17, F.S. 232.19, 414.125, Fla. Stat. (1998) FS 1003.21,FS 1003.23FS 1003.24FS; 1003.26FS 1003.33