

# 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

Parents are responsible for the attendance of their children within the compulsory attendance age (Florida Statute 1003.24). Whenever a student of compulsory school attendance age is absent without the permission of the person in charge of the school, the parent of the student must, as soon as practical after learning of the absence, report and explain the cause of such absence to the appropriate school personnel.

## 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 be accepted to excuse an absence up to 5 days. We will work on extenuating circumstances on a case by case basis. **PLEASE SUBMIT NOTES TO OUR ATTENDANCE OFFICE at [natasha\\_bradley@scps.k12.fl.us](mailto:natasha_bradley@scps.k12.fl.us) or (407) 746-2312.**

## 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 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.

## VI. 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. Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding five (5) consecutive days).
2. Court appearance of the student.
3. Medical appointment of the student.
4. Approved school activity.
5. Insurmountable conditions. Insurmountable conditions are extreme weather conditions, communicable disease outbreaks, and local conditions determined by the

School District which, after taking into account the material circumstances, would render impracticable a student's attendance at school. (F.A.C. 6A-1.09513)

6. Other absences with prior approval of the principal or designee.
7. Attendance at a center under Children and Families Services supervision.
8. Significant community events with prior permission of the Principal.
9. Religious instruction or religious holiday.
10. Death in the immediate family.
11. Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.

\* 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.

### **VII. Unexcused Absences Defined**

Absence from class for any reason other than those identified in Section VI 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. Teachers may, but are not required to, provide class assignments to students in advance.

### **VIII. Make-up Work**

Regardless of whether an absence is excused or unexcused students will have 1 day for **EACH** day missed to make up work for full credit. If the work is turned in late then students will receive late credit for the work.

### **IX. Truancy**

Florida Statute 1003.27 provides that a parent or legal guardian who refuses or fails to have a child under his or her control attend school regularly, is subject to the charge of a second-degree misdemeanor, punishable as provided by law. A student who accumulates 15 or more unexcused absences within 90 days with or without the knowledge or consent of the student's parent shall be classified as a habitual truant. If a student becomes a habitual truant, the school administration shall refer matters to the Legal Services Department. Thereafter, the Superintendent may file a truancy petition with the circuit court. The Superintendent also may choose to refer truancy matters to the State Attorney's Office for criminal prosecution of the parent.

### **X. 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, 10 days, and 15 days.

3. After 15 days students under 16 will begin the truancy process and students over 16 can have their driver's license revoked.

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**

**[natasha\\_bradley@scps.k12.fl.us](mailto:natasha_bradley@scps.k12.fl.us) or (407) 746-2312**

Legal

F.S. 984.151

F.S. 1002.20

F.S. 1003.02

F.S. 1003.21

F.S. 1003.23

F.S. 1003.24

F.S. 1003.26

F.S. 1003.27

F.A.C. 6A-1.044, Pupil Attendance Records

F.A.C. 6A-1.09512, Equivalent Minimum School Term for Compulsory Attendance Purposes

F.A.C. 6A-1.09513, Parents' Responsibility for School Attendance

F.A.C. 6A-1.09514, Excused Absences for Religious Instruction or Holiday

Student Code of Conduct 2020-2021

Student Progression Plan 2020-2021

Florida State Statues