

## **ATTENDANCE PROCEDURE COMPULSORY ATTENDANCE REQUIREMENT**

Pursuant to Florida Statute 232.0 I, a high school student enrolled in Seminole County Public Schools who is under the age of 16 is required to attend school regularly during the entire term. Pursuant to Florida Statute 230.22(2), the School Board of Seminole County, Florida, has adopted a Compulsory Attendance Policy, File JEA, which states, "A student is expected to attend all school sessions unless excused by a proper school authority. "CLASS ATTENDANCE DEFINED Lake Howell High School students must be in attendance for 80 hours of instruction in order to receive  $\frac{1}{2}$  credit. Class attendance is defined as the student being present and in class for at least ninety (90) percent of an assigned class period. Students who are not in attendance the required 80 hours may not receive credit for the class. If a student has 6 or more unexcused absences in period(s) 1-6 and 9 or more in period 7, then the students must follow all of the stated guidelines for eligibility for taking the comprehensive final exam. Make-up time and the comprehensive exam will determine if credit will be awarded.

### **GUIDELINES for COMPREHENSIVE FINAL EXAM ELIGIBILITY**

1. Students have one day of makeup time for one day of absence. If a student is absent on Monday, make up work is due on Wednesday. If a student is absent Wednesday and Thursday, make up work is due on Tuesday. Nine weeks and final exams must be made up and counted toward the student's grade.
2. Assignments given by the teacher two or more weeks (10 school days) in advance of a student's absence will be due by the assigned date. An assignment turned in after the due date will be graded by the teacher. When the teacher has determined the quantitative/qualitative grade, it may be reduced by no more than one letter grade for every day the assignment was turned in late.
3. If and when missed work is made up, the student qualifies to take a comprehensive final exam at the end of the course.
4. The student must have a passing average. A student having a failing average does not qualify to take the comprehensive exam.
5. The student must pass the comprehensive exam in order to receive credit for the class.
6. Make-up time must be made up by the designated date by the attendance office. Credit will not be awarded if student does not make up time.

**\*\*\* ALL STUDENTS MUST CHECK IN AND/OR OUT OF SCHOOL DURING THE SCHOOL DAY THROUGH THE ATTENDANCE OFFICE. FAILURE TO FOLLOW SCHOOL ATTENDANCE POLICY CAN RESULT IN DISCIPLINARY ACTION.**

Although a student maybe granted permission to leave campus, the student will not be excused unless a doctor's note or other appropriate documentation (as listed below) is submitted to the attendance office upon return to school. All students, as well as those over compulsory attendance age, shall be expected to provide documentation for an absence to be considered excused. Late documentation will not be accepted. A. After an absence, immediately upon return to school but no later than five (5) school days following an absence, students must provide the school with documentation indicating that one of the following has occurred if they wish the absence(s) to be excused:

1. Medical treatment by a licensed physician
  2. Observance of a religious holiday.
  3. Law enforcement order or court subpoena
  4. Death of a family member
  5. Natural disaster
  6. Traffic accident that directly involved the student
  7. Extraordinary circumstances or situations, prearranged and with Principal permission.
- \*F.S.232.09. *(NOTE: It is understood that on every occasion of sickness, a student will not require medical attention by a licensed health care professional. Lake Howell High School will accept 5 parent notes regarding illnesses for each semester. Short term, non-chronic illnesses may be documented/explained via a signed parent note. In such circumstance, the student shall suffer no academic penalty, provided that all course work, examinations, etc. are made up within a reasonable period of time as defined below. Should the principal or persons in charge of schools reasonably suspect an abuse of this provision, they may require documentation from a "licensed practicing physician" as described in F.S.232.09 (4) as a condition for declaring the student's absence for illness excused. B. Students will be considered to be in attendance when participating in school activities or with permission, when they are attending to school- related business.)*