

# 2019 – 2020 LHHS ATTENDANCE POLICY

Regular attendance provides students with the opportunities necessary to meet course goals and objectives. Many integral activities, including class discussions, laboratory experiments, field trips, and guest speakers, cannot be simulated or replicated with bookwork! Therefore, with the goal of promoting student success, Seminole County Public Schools has adopted a uniform High School Attendance Policy. It is our intent to encourage honest, accurate, and consistent adherence to this policy by all of our students, parents, teachers, and administrators.

**When students are testing, and they are marked absent, it will be corrected within 24 to 48 hours. A teacher's attendance means that student is not in class.**

**Lake Howell 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. Skyward Family Access is available to parents/guardians and Student Access is available to student.
3. Attendance Letter mailed to Skyward address on record with 5, 10 and 15 all day unexcused absences.

## **COMPULSORY ATTENDANCE REQUIREMENT**

Pursuant to Florida Statute 232.01, 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**

a. Tardiness: **For any class period, a student is tardy up to and including 10 minutes after the start of class.**

Any time a student arrives to class **after 10 minutes, the student is considered absent.**

b. Check out: **If a student is checked out for any reason and misses more than 10 minutes of a class they will be considered absent.**

## **EXCUSED ABSENCE DOCUMENTATION**

In requesting an absence to be **EXCUSED**, the student must provide the school's attendance office with documentation indicating that one of the following has occurred if he/she wishes that absence(s) to be excused:

1. Medical treatment by a licensed physician\*
2. Observation 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

**\*NOTE:** It is understood that on every occasion of sickness, a student will not require medical attention by a licensed health care professional. However, parent notes for short term, non-chronic illnesses will not be accepted. LHHS reserves the right to re-evaluate all excused absences when absences become excessive. Absences without written official documentation listing one of the above reasons will be considered unexcused.

## **UNEXCUSED ABSENCES**

Absence from class for any reason other than those enumerated above shall be considered unexcused (marked as U in Skyward). Additionally, students absent from class for more than 10 minutes are considered absent for the entire period (marked as Y in Skyward).

## **ATTENDANCE AND DENIAL OF CREDIT**

Students who accumulate more than **nine (9) unexcused absences** in a class during a semester may be denied credit. Loss of credit may interfere with the students' ability to graduate on time. Make-up time may not be done with

individual teachers. Credit will be **DENIED** in any course in which the student is absent a total of **20 or more** days.

### **MAKE-UP FOR DENIED CREDIT**

In order for a student to recover credit from a denied course, the student will need to attend a CROP (Credit Restoration Optional Plan) Saturday from 8:00 am to 12:00 pm in the media center. Dates are scheduled around SAT testing dates, ACT testing dates, school events and holiday weekends.

**Fall Semester 2019 DATES ---- August 17, September 7, September 28, October 12, November 9, November 16**

**Spring Semester 2020 DATES --- January 11, 25; February 22, 29, March 7, 28; April 11, 25; May 9, 16**

### **CROP Saturday Rules**

1. Students who arrive to the media center late for make-up time will not be admitted.
2. Students must provide information as to what credit needs to be restored due to attendance.
3. Electronic devices must be turned off and put away. Any exposure or use of an electronic device will result in dismissal from make-up time with no credit for time served.
4. Students should bring a book to read, or something else to do when there is down time between activities. CROP Saturdays will have an agenda with four individual work sessions and a campus beautification session. Remediation assignments will be provided if a student does not bring current class assignments to the session.
5. No food or drink is permitted except bottled water.
6. Talking and other forms of communication are prohibited during make-up time. Violations will result in dismissal from make-up time with no credit for time served.
7. Students are not permitted to sleep, put their heads down, or lean on tables during make-up time. Students must remain facing forward at all times. Violations will result in dismissal from make-up time with no credit for time served.
8. Any Student Code of Conduct violation committed during make-up time may result in a discipline referral. Disrespect to staff or disruption of make-up time will result in an out-of-school suspension.
9. Questions regarding make-up time may be directed to the attendance office (01-141).

## **ATTENDANCE RELATED PROCEDURES**

### **TO CHECK OUT**

**In the event that a student is checked out during a class period and misses more than 10 minutes of that class, they will be considered ABSENT according to the 90% attendance requirement (marked as Y in Skyward).**

### **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. If a no waiver is filed, the student must attend school 30 days without an absence before the reinstatement process can be begin.

### **COLLEGE DAYS**

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.

### **HOMEcomings / PROM/ SPECIAL EVENT INCENTIVES**

Students wishing to attend Lake Howell High School's Homecoming or Prom events must be in good standing in their **ATTENDANCE, DISCIPLINE and STUDENT DEBT**. Any failure to meet necessary the required standards may result in the loss of privilege in attending these events.