

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 student, parents, teachers, and administrators.

I. 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."

II. CLASS ATTENDANCE DEFINED

- a. Tardiness: Students are expected to arrive to class on time. 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.

III. EXCUSED ABSENCE DOCUMENTATION

Parent notes are no longer required when a student is absent 9 or less days. Under this policy, any absences less than 10 days require no documentation from the parent and **there is no penalty to the student for 9 or fewer absences**. Should your student accumulate more than 9 absences in any class, he/she can reduce the number of **UNEXCUSED** absences with proper documentation of circumstances as described below.

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 documentation listing one of the above reasons will be considered unexcused.

IV. UNEXCUSED ABSENCES

Absence from class for any reason other than those enumerated above shall be considered unexcused. Additionally, students absent from class for more than 10 minutes are considered absent for the entire period.

V. GUIDELINES FOR MAKE-UP WORK

Students are responsible for making arrangements with the teacher for make-up work.

- a. A student who is absent is required to make up all coursework missed, regardless of whether the absence is excused or unexcused. It is the student's responsibility to obtain assignments upon returning to class immediately following an absence. At a minimum, the student shall have no less than the number of calendar days, plus one, he/she was absent to complete and hand in make-up work for credit. Specific arrangements must be made with the student's teacher(s).
- b. Unless exempted from this requirement by the Principal or his/her designee, in consultation with the teacher, assignments given by the teacher two or more weeks (ten 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 quantitative/qualitative grade has been determined by the teacher, it may be reduced by no more than one letter grade for every day the assignment was turned in late.
- c. The time and place for a make-up examination(s) shall be scheduled by the teacher(s).
- d. The teacher's decision on make-up schedules shall be final.

VI. 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. In order to reinstate credit a student must complete make-up time (hour for hour) which will be held on Wednesdays during Regular or Extended Detention Saturdays in Saturday School. Make-up time may not be done with individual teachers. Participating in school activities or attending to school business is considered in attendance. The activity is considered a field trip and the only type of exempt absence. Suspension for disciplinary reasons will not be considered an unexcused absence.

*Pursuant to Florida Statute 1003.436, credit will be **DENIED** in any course in which the student is absent a total of **20 or more** days. This includes **ALL** absences regardless of EXCUSED or UNEXCUSED status.

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

VII. MAKE-UP TIME SCHEDULE

1. **SATURDAY SCHOOL: 8:00 AM – 11:00 AM IN THE CAFETERIA**
2. **WEDNESDAY DETENTION: Every Wednesday 1:30 – 2:30**
3. **EXTENDED WEDNESDAY DETENTION: Every Other Wednesday 1:30- 3:30**

Make-Up Time Rules

******STUDENTS WILL BE RESPONSIBLE FOR MONITORING THEIR OWN ATTENDANCE.**

1. Students who arrive to the cafeteria late for makeup time will not be admitted.
2. Students can only make up **3 hours per Saturday, 1 hour for REGULAR** detention and **2 hours for EXTENDED** detention. Students will sign in and state which class and period they are making up time for.
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. The dress code is in effect during make-up time. Hats, hoods, etc. are prohibited. Violations will result in dismissal from make-up time with no credit for time served.
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. Students are not allowed to “bank” make-up time without prior approval. Questions regarding make-up time may be directed to the attendance office.

ATTENDANCE RELATED PROCEDURES

VIII. TO CHECK OUT

- a. No student is permitted to leave campus early without permission from the Attendance 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 send a note with the student. Prior to first period, the student will take the note to the Attendance Office to check 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 before the student will be allowed to leave campus. If the student has a valid parking pass and a vehicle, the student will be permitted to leave at the parent’s request. If the student does not have a valid parking pass and a vehicle, the parent/guardian must sign out their student in the attendance office and transport their student from the school. No student will be permitted to leave with any person other than their parent/guardian or the contact listed on the emergency card.
- b. **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.**

IX. 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.

X. 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.

XI. HOMECOMING / PROM/ Special Events Incentive

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