

## **Lake Eola Charter School ATTENDANCE POLICY**

### **TARDIES**

The Palmetto Avenue gate closes at **7:57 a.m.**

School begins at 8:00 a.m. Students must be **SEATED** in class by this time.

Verbal excuses will be accepted for the following reasons only:

- 1.) Medical appointments
- 2.) Immediate family illness

Students that arrive after the gate closes at **7:57 AM** will report to the office with a parent and receive a tardy slip. **Any child entering through the front door is considered tardy.** The tardy policy is as follows:

Third tardy – warning letter

Fourth through ninth tardy – 30 minute detention

Tenth through thirteen tardy – in-school suspension

Fourteenth through nineteenth tardy – out-of-school suspension

Twentieth or more – recommendation for termination of placement at LECS

### **ABSENCES**

Compulsory Attendance requires that all children who have attained the age of six years by February 1 of any school year or who are older than six years of age, but have not attained the age of 18 years, shall be required to attend school regularly during the school term.

#### **EXCUSED ABSENCES INCLUDE:**

1. Illness, injury or other insurmountable condition
2. Illness or death of a member of the student's immediate family
3. Recognized (or established) religious holidays and/or religious instruction
4. Medical appointments
5. Participation in a pre-approved activity or class of instruction held at another school site
6. Up to 4 days during the school year due to head lice infestation

ONLY **WRITTEN/or email** excuses from parents/guardians or a physician will be accepted and they must be given to the office **WITHIN 24 HOURS OF THE ABSENCE.** After 24 hours the absence will be considered **UNEXCUSED.** After the 4<sup>th</sup> consecutive day absent only a physician's note will excuse the absence.

**Students are not permitted to make up tests, quizzes, or homework/classwork for credit if their absence was unexcused. Teachers do not give work in advance of scheduled absences for family trips or similar unexcused absences.**

When students accumulate 5 unexcused absences within the school year, the school shall notify the parent and institute interventions.

When students accumulate 10 unexcused absences within the school year, the school **MUST** report the student to the school social worker.

When the students accumulate 15 days of unexcused absences students will be reported to CINS/FINS (Children in Need of Services/Families in Need of Services) as a habitual truant. Additionally, students will be recommended for retention and/or termination of placement at LECS.

Thank you for helping your child attend school regularly.