

IMAGINE SOUTH LAKE CHARTER ACADEMY



ATTENDANCE POLICY AND PROCEDURE

School Policy

The expectation of Imagine South Lake Charter is that ALL students will be in attendance each day of the school year. School attendance is the responsibility of the parents and legal guardian. Each day that a student attends school he/she has opportunities to develop personal, social, and academic skills. Failure to attend school in a regular and timely fashion hinders the education progress of our students. Students are expected to be on time each day. We encourage the commitment of students, parents, and staff to work together on this endeavor.

ABSENCES

If a student is absent from school, the student needs to bring in a signed note from the parent or guardian stating the reason for the absence. If the student misses school because of a doctor's appointment, a note should be obtained from the doctor's office. Written documentation is required for an absence to be excused. Without this documentation, all absences will be considered unexcused until a student brings in this documentation. Students are required to make up all missing assignment in a timely fashion. Parents are encouraged to report their child's absence to school.

Having more than 10 excused absences in a semester is considered excessive and a student must have a note from their doctor verifying illness or injury for the absence to be excused. Work missed due to absence may be made up only if the absence is excused.

IMAGINE SOUTH LAKE CHARTER ABSENTEE LINE: (352) 243-2960

The following are acceptable reasons for student absences:

- Personal illness of student (medical evidence may be required)
- Medical appointment of the student
- Religious holiday of the student's faith
- Death in the immediate family of the student
- Approved school activity

MONITORING OF ATTENDANCE AND TARDIES

Each school is required to record a student's daily attendance. Students reporting to school/class after the official start time will be marked tardy. Students who are excessively absent, tardy, or leave school early may be referred to the school leadership team for intervention assistance. Students who continue to be excessively absent will be monitored by the Lake County School District Office and may be referred for additional services. For further information on attendance requirements, please refer to Florida Law 1003.26(b).

Florida law defines "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance.

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When a student is continually sick and repeatedly absent from school, the student must be under the supervision of a doctor in order to receive an excuse. The doctor's statement should confirm that the student's condition requires absence for more than the number of days permitted by the district school board policy.

According to Lake County School's policy, having more than 10 excused absences in a semester is considered excessive and a student must have a note from their doctor verifying an illness or injury for the absence to be excused. Work missed due to absence may be made up only if an absence is excused.

Parents will also be notified daily when their child is absent or tardy through the school's student data information system. For those students in middle school, these will be reported by class period.

ATTENDANCE PROCESS

1. Teachers post attendance in the school's web-based student information system by 8:45am.
2. Students entering the school after attendance has been posted will have their absence changed to a tardy by the front office staff.
3. Students coming to school after their absence are required to bring a note to record their absence as excused. These notes are turned into the front office and the front office staff will change the unexcused absence to excused absence.
4. The student registrar then takes this information from the school's web based student information system on a regular basis and transfers it into the Lake County student information system.