

25-26 Attendance Policy

Attendance and Absences

Studies have shown regular attendance is essential to success in school as well as in one's vocation. When healthy, students should be in school every day that school is in session. The school provides in its calendar a Thanksgiving Break, a Christmas break, and a Spring break.

Families are strongly encouraged to take vacation trips during those times rather than when school is in session. When a student is not physically present on campus, unless attending a curricular field trip, he/she will be marked as absent and will be ineligible for all athletic practices and games scheduled for that day, as well as any extra-curricular or club practices or events.

Please note: When students are called off sick in the morning, we ask that they be kept home for the remainder of the day. Exceptions to this policy can only be made by the Secondary Principal with a documented pre-existing medical condition.

Attendance policies are listed below:

1. Absences are excused for the following reasons, provided the parent or legal guardian contacts the office on the day of unplanned absences or submits the reason in writing a week in advance for planned absences. All other reasons and absences without proper notification are considered unexcused. Parents will receive a confirmation that your student is absent from school.
 - a. personal illness (4 or more consecutive days of absence requires a written doctor's excuse for absences to be excused)
 - b. death or serious illness in the family
 - c. medical appointments – only for the time necessary
 - d. driver's license exam – ½ day maximum
 - e. court appearance
 - f. marriage in the family
 - g. vacation with parents – provided planned absence procedure is followed
 - h. college visits – (max. 3 days total per year gr. 9-12) provided planned absence procedure is followed
 - i. job shadowing – (max. 3 days total per year gr. 9-12) provided planned absence procedure is followed
2. Absence procedures:
 - a. Parents must contact the office by 9:00am on the morning of any unplanned absences. Please use either the Attendance Hotline or the Attendance Email to notify the office of unplanned absences or late arrival to school. Leave a brief message stating the student's name, grade, reason for absence, and the name of the person making the report.
 - i. Attendance Hotline: 330-587-0200
 - ii. Attendance Email: attendance@lccs.com
 - b. If a student needs to leave the building before the end of the school day, please fill out the [Early Dismissal Form](#) and turn it in to Mrs. Hughes at the front desk. Please note: Medical, dental, and driving exam appointments should be made outside of school hours. Appointments requiring absence from school will be excused for the time necessary provided documentation is submitted to the office following the appointment. The student will be appropriately marked out of the building unexcused until documentation is submitted.
 - c. Planned absences include family trips, family vacations, and college visits.
 - i. A Planned Absence Form, available in the school office or online, is to be filled out and submitted to the office at least one week in advance of the absence. For a family trip or family vacation to be excused, a parent/guardian must accompany the student on the trip. If a family trip is more than 5 days, the family will need to contact the Secondary Principal for approval. Students may visit colleges with a parent or an adult designated by the parent.
 - ii. Missed work: The Planned Absence Form must be completed and turned in on time for credit to be given for missed student work. Teachers will place assignments and materials on CANVAS. It is the student's responsibility to check-in with teachers to develop a plan to make up for missed work. In such cases, the work will need to be made up after the absence. Lessons taught while the student is on a trip, vacation, or college visit **will not** be re-taught by the teacher.

- iii. Planned absences may not be excused during the last or first week of a semester.
- iv. Planned absences are not to exceed 5 consecutive days or 10 total days during the school year.
- v. Planned absences may not be approved for students who are on Attendance Watch (see below).
- 3. Unexcused Absences: A student absence is considered unexcused when the above procedures are not followed. Parents need to contact the school in advance or by 9:00am at the latest the morning of an absence (330.587.0200). Failure to do so will result in an unexcused absence which may only be changed after parents contact the principal. When an unexcused absence is recorded, students are not allowed to make up assignments, tests, or quizzes that are missed.
- 4. Skipping school: Skipping school, or even a single class, without an acceptable reason, is a serious infraction. A student skipping school, or a class, will be subject to disciplinary action assessed by administration, including possible suspension and being placed on behavior probation.
- 5. Excessive Absences:
 - a. Absent 38 or more hours in a calendar month (excused or unexcused), or
 - b. Absent 65 or more hours in a year (excused or unexcused)
 When one of these thresholds is met, LCCS will work with parents to develop an Absence Intervention Plan. This may affect earned credits.
- 6. Truancy:
 - a. Absent 30 or more consecutive hours (unexcused)
 - b. Absent 42 or more hours in one month (unexcused)
 - c. Absent 72 or more hours in one year (unexcused)
 When a student is habitually truant, a Truancy Intervention Team will develop a Truancy Intervention Plan. The team will be composed of staff members, who are familiar with the student and the programs, and parents. Failure to improve attendance or to follow the plan may result in a complaint being filed with the Judge of Juvenile Court.
- 7. Students that meet any of the thresholds above will be placed on Attendance Watch. Students on Attendance Watch may face restrictions in planned absences, field trips, and any other activity that would take the student out of the regular classroom.
- 8. Students, including athletes, need to be in school for the **entire day** in order to be eligible to participate in practices, events, activities, or games.
 - a. Exceptions: approved excused planned absences or planned medical appointment with note

Tardiness to School

- 1. Definition: Arriving in the classroom between 8:00-8:25am
- 2. Excused Tardiness to School: Students tardy to school due to a medical appointment will be excused provided a parent notifies the office either in person, by phone, or written note when the student arrives. All other reasons will be unexcused, including sleeping in and heavy traffic.
- 3. Excessive Tardiness to School: Consequences are based on tardiness within an academic quarter.
 - a. 1-3 unexcused tardies = letter home reminding student and parents of consequences
 - b. 4 unexcused tardies = 45 minute after-school detention, removal of late arrival/early release privileges
 - c. 5 unexcused tardies = 45 minute after-school detention and conference with parents
 - d. 6 unexcused tardies = student placed on behavior probation, phone call home - no field trips, no planned absences
 - e. 7 unexcused tardies = conference with parents, student, and principal

Tardiness to Class

- 1. Definition: Arriving at a class after the bell has rung without an approved pass.
- 2. Excessive Tardiness to Classes: Teachers will monitor tardiness to class. Students arriving late to class must present a pass and will be excused for acceptable reasons. Patterns of unexcused tardiness during each academic quarter will be addressed in the following ways:
 - a. 1st unexcused tardy = verbal warning from teacher
 - b. 2nd unexcused tardy = verbal warning from teacher, parents contacted
 - c. 3rd unexcused tardy = 45 minute after-school detention to be served with the teacher
 - d. 4th unexcused tardy = conference with teacher, student, parent, and principal

Saturday School

Saturday School will be assigned to students for one of three reasons: (1) for students who have fallen excessively behind in their daily assignments; (2) for secondary students who need to make up time from excused absences so as to not

jeopardize their receiving credit for a class; and (3) as a consequence for students excessively tardy to school or study hall. Saturday School will be assigned as necessary and be supervised by a teacher or principal. Students and parents will be billed \$25 per hour for Saturday School, with a minimum of a 2-hour charge. During Saturday School students will complete assignments and work quietly.