

LHS ATTENDANCE GUIDELINE & PROCEDURES

Students are expected to attend all classes. Attendance is taken daily before the end of each block. Excused absences are for approved reasons and with parent notification

Excused absences accepted by VBCPS policy include:

- a) Illness/ Doctor or dental appointment
- b) Death in the family
- c) Religious holiday (reference School Board Policy 5-17 and Regulation 5-17.1)
- d) Pre-arranged absences/Other – approved by principal
- e) Emergency conditions, i.e. fire, flood, or major storm
- f) School-sponsored/ related activities

Unexcused absences or tardy include:

- a) Overslept (parent/guardian or student)
- b) Missed bus or ride (a student is require to wait for bus to arrive. Leaving a bus stop to choose to be dropped off is not considered excused)
- c) Vehicle problem/Traffic
- d) Child care, including siblings and family
- e) Non-pre-arranged trip
- f) Other reason unacceptable to the administrator, or his or her designee, including unspecified "family emergencies"
- g) Out of School Suspension

The parent/guardian must inform the School/Attendance office by email or written note of the reason for an absence or tardy ***either prior to or within three school days of the absence.*** After 3 days, the absence or tardy will be recorded as "unexcused." If informing by note, the student should bring it to the Front Desk or Attendance office. All notes from parents or guardians must have the following information to be accepted:

- Student's full name and grade level
- Date note was written
- Date of attendance issue
- Reason for the absence(s)
- Two contact phone numbers of Parent/Guardian
- Parent/Guardian signature

Notes that cover a multiple of days must be date specified for proper verification.

Students who accumulate 5 all day unexcused absences will be referred to the SRT and School Social Worker to develop a plan to resolve non-attendance. After 7 absences in any block, students will receive an "E" 63%. A waiver can be requested by parent for extenuating circumstances beyond parent/ student's control.

Late Arrival and Early Releases

All students who arrive late or leave early are required to provide a note of reason in order to be eligible for consideration of an excused absence.

Early release requests are a privilege for students in 11th and 12th grade only. All requests must be done in writing or email and received by the attendance office no later than **7:45am** the morning of and no earlier than the night before the request. A phone verification will be made prior to approval of release. We do not accept last minute requests to have a student released and any extenuating circumstances are to be approved by administration.

All 9th and 10th grade students are required to have an **authorized adult** sign the student out at the welcome desk. We cannot release a student from class prior to the arrival of the authorized adult as they must go through proper release format.

Authorized adults other than parent or custodial guardian must be on the student's approved pick up list. To add an adult to this list a note of request must be submitted along with a phone verification for addition. Authorized adults must be at least 18 years of age and cannot be a student at Landstown High School. You can contact 648-5511 or 648-5530.

- Please note that if a student misses at least 15 minutes of a class they are considered absent from that class or (CAU/CAE) This absence is calculated within the excessive absence policy.

Activity / Testing

All school sponsored activities are marked as ACT. If a student is participating in a school related activity (i.e. class field trip, AP testing, etc) a roster will be submitted to attendance to be updated for that day. Please allow at least 24 hours for attendance to update rosters before addressing concerns.

Unverified Absences / Truancy

UNV is the code used for absences that are not verified. An accumulation of this code will result in a truancy letter. When a note is not submitted (excused or unexcused) the attendance for that block / day will remain coded UNV. To prevent truancy letters, notes must be turned in to verify the student's absence. To appeal this marking for a class please contact the teacher of that class. Upon correction the teacher will submit a request for change.

Prior Approval Form

This form is accessible for students who are going to be absent for reasons other than those listed under excused absences accepted by VBCPS policy such as vacations and college visits. The form must be completed and submitted to attendance for administrators' approval prior to the date of request. Students are responsible for classwork. Approval of this form does **NOT** exempt days missed from the excessive absence policy.