



Lake Wales Charter Schools Attendance Policy

Lake Wales Charter Schools take pride in offering quality education to all students, and believes that regular school attendance is an important part of educational success.

Florida Law requires all children between the ages of 6 and 16 to attend school regularly.

Students between 16 and 18 years of age must regularly attend school unless the parent and the student have formally terminated school by completing the *Declaration of Intent to Terminate School Enrollment* form and participated in an exit interview. Legal actions may be taken against the parent and/or the student for non-attendance.

Lake Wales Charter Schools Attendance Procedures:

Attendance Expectation:

Consequences:

Daily Attendance	Maximum instructional time
	Increased opportunity to learn
	Increased opportunity for academic success/graduation
	Increased opportunity for social engagement

Excused Absences:

Expectations for Absences to be Excused:

Personal illness	Parent note &/or call for days absent
Family death/illness	Parent note &/or call for days absent
Chronic/long-term illness	Medical documentation
Parent trips	Pre-approved by principal
Educational trips	Pre-approved by principal
School sponsored activity	Pre-arranged w/administration Student to be marked present
Judicial action	Copy of subpoena or summons Notice of juvenile detention
Military dependents visits in time of combat duty	Approved by principal
Religious holidays	Prior written notice to principal or teacher

Excessive Absences:	Interventions/Consequences:
Parent notes accepted for 3 days of illness in 90 calendar days.	Letter #1 sent. Medical Documentation for Absences from School form for chronic/long-term illness.
3 unexcused absences in a month	Letter #1 sent to parent requesting contact with school about reason for absences. Call to parent made by Teacher.
5 unexcused absences	Letter #2 sent to parents. Phone call to parent by Attendance Manager to discuss meeting with Problem Solving Team & Discussion of Attendance contract. School Social Worker is alerted.
10 unexcused absences in a 90 calendar day period	Letter #3 sent to parents. Doctor's note required for all future absences. Phone call to parent scheduling a meeting with the Problem-Solving Team. Make referral to School Social Worker.
15 unexcused absences in a 90 calendar day period (truancy)	School Social Worker & Authorized persons to conduct a home visit. Referral to Youth and Family Alternatives for truancy. Possible pursuit of parental prosecution for non-attendance. Possible suspension of driver license privileges for driving students.
50% or more of day absent unexcused; including tardiness and early check-outs	Counted as one day absent unexcused for secondary student truancy reports
3 unexcused tardy/early check-out days	Equal one day absent unexcused for elementary student truancy purposes.