

Attendance

An excerpt from the Lee County Board of Education Student Handbook

Regular school attendance is important to all students enrolled in Lee County Schools. It is the policy of Lee County Schools that course content and grading procedures are to be structured so that regular attendance is necessary in order to successfully complete course requirements. An accurate record of attendance shall be maintained by the homeroom teacher or designated person. This record will be used by the principal and other appropriate personnel to enforce the Compulsory Attendance Law.

Lee County Schools shall inform each student's parent or guardian of the following requirements of **Alabama Code 16-28-12 (1975)**: Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school denominational school, or parochial school or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly concur himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, this offense is punishable by a fine of up to \$500 or a sentence to hard labor for the county for a period not to exceed 12 months or both. The absence of a child without the consent of the principal or teacher of the school he/she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section

Administrators and teachers will make reasonable efforts to encourage attendance by students and inform parents when there are attendance problems. The final responsibility, however, rests with each student and his/her parent/guardian.

Parental Responsibilities

- To enroll their child; Every child between the ages of six and seventeen years shall be required to attend school.
- To ensure regular attendance by his/her child; Attendance requirements as set forth in the Early Warning Program will continue to be followed to ensure regular attendance.

Student Responsibilities:

- To attend all classes daily and on time;
- To provide appropriate documentation for all absences;
- To request, complete, and turn in on time all make-up work given for excused absences.

Student Rights:

- To be informed of and oriented to attendance policies and procedures;
- To appeal decisions pertaining to absences;
- To be given make-up work and a reasonable length of time for completing and turning it in.

Parents can routinely monitor absences by accessing their student's information on the Parent Portal on the LCS website for grades K-12. If a parent has a question or concern about an absence, the parent should contact the school as soon as possible. SchoolCast sends calls, texts, and emails to notify parent(s)/legal guardian(s) of a student's absence from school.

WRITTEN EXCUSE

Within three (3) days of the student's return to school, the parent(s)/legal guardian(s) of students must provide documentation for absence(s), which includes the following:

1. Written statement from the parent, doctor or legal representative stating the reason of the absence (this can be submitted online through the FormSite link)
2. The date of the absence(s)
3. The parent's official signature (or electronic signature)

Parent(s)/legal guardian(s) may submit parent written excuses when students miss school, with a limit of 10 days per year (5 per semester), and may be required to submit an excuse for late check-ins and early check-outs. A student is considered absent from class if thirty (30) minutes or more is missed. If a student fails to attend school without submitting a timely excuse from a parent, medical professional or legal authority, the student and parent(s)/legal guardian(s) are subject to court intervention.

EXCUSED ABSENCES

Absences are excused for the following reasons:

- Illness of the student
- Death in the immediate family
- Inclement weather which would be dangerous to the life and health of the student as determined by the Superintendent/designee
- Legal quarantine
- Emergency conditions or extenuating circumstances as determined by the principal/designee
- Prior approval from the principal with consent of the parent(s)/guardian(s).

UNEXCUSED ABSENCES

Any absence that does not fall under the category of excused absence is recorded as an unexcused absence. Any student with **five (5)** unexcused absences during the school year may be referred to Early Warning Court in the proper court of the jurisdiction. Absences are unexcused for the following reasons:

- The student and parent fail to provide the excused absence written statement with required information to the school officials within three (3) days (including the return date) of the student's return to school.
- Failure to meet requirements for excused absences (see Excused Absences).

EXCUSED ABSENCES FOR MILITARY-CONNECTED STUDENTS

Lee County Schools may grant additional days of excused absences to military-connected students whose parent/guardian is called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting. The conditions under which the local school may approve excused absences are:

1. The absence must be pre-approved by the principal or designee; and
2. The student must be in good standing; and
3. The student must have a prior record of good attendance; and
4. Missed work must be completed and turned in within the school's allotted time period; and
5. The absence may not be during standardized testing dates

Note: The state of Alabama does not recognize trips or vacations as excused absences. All other absences are unexcused. Repeated unexcused absences or a pattern of absences will not be tolerated and may be considered a violation of the Alabama attendance law.

If a high school student exceeds ten (10) unexcused absences in a course or courses in a semester, he or she will not receive credit for that semester of work. If a student in grades

1st - 8th exceeds ten (10) unexcused absences in a school year, he or she may not be promoted to the next grade level. The promotion-retention committee and the principal for grades 1st - 8th will consider exceptions.

Students cannot represent the school in any activity on any school day unless they are in attendance at least half-day (checked in by 11:30; not checked out before 11:30) on the day of such participation. This rule applies not only to home school events but also to events out-of-town within a distance that would normally permit a student to attend at least a part of a day. In the latter event, all participating students will report to school as usual and will be dismissed at a time designated and pre-arranged by proper school authorities.

Students who are on homebound status are not permitted to attend any extra-curricular activities while on homebound status unless they have the approval of the principal or assistant principal.