

STUDENT ATTENDANCE

ABSENCES: Regular attendance is required by law and necessary for the completion of a successful school year. Please note the following:

1. On a daily basis, student absences will be recorded as unexcused. It is the responsibility of the parent/guardian to promptly report the reason for the student's absence to the school.
2. Excused absences include:
 - a. Illness, injury or other insurmountable condition
 - b. Illness or death of a member of the student's immediate family
 - c. Recognized (or established) religious holidays and/or religious instruction
 - d. Medical appointments
 - e. Participation in an approved activity of class of instruction held at another school site
 - f. Prearranged absences of educational value with the principal's prior approval
 - g. Up to four days during the school year due to head lice infestation
3. A student between the ages of 6 & 18 who has 15 or more unexcused absences will be considered a habitual truant. Days of suspension are not included in the number of absences when determining habitual truancy. Whenever a student attains 15 days of unexcused absence, the student will be reported to the Department of Family and Children CINS/FINS (Children in Need of Services/Families in Need of Services).
4. If a student is repeatedly absent from school, the school is authorized to require the parent/guardian to provide a written physician's statement for subsequent absences to be considered excused.
5. Student will be given a reasonable amount of time to make up any work assignments that were missed during an absence.
6. A student's progress report and report card shall contain the number of days absent and tardy for the grading period.
7. Academic instruction that is missed shall be made up by the student in a manner acceptable to the teacher and principal and shall be in accordance with the district pupil progression plan. Students may make up work missed during a suspension within a time limit established by the school principal
8. A student shall be deemed to be in attendance if actually present at school, or away from school on a school day and engaged in an educational activity which constitutes a part of the school approved instructional program, for at least one half of the student's instructional day.

TARDIES: Students arriving after 8:30 a.m. are tardy and must report to the office to obtain a tardy pass before going to class. **All** tardies are considered to be unexcused and are recorded electronically. For truancy purposes, five tardies to school equal one unexcused absence. However, this is for referral purposes, and the electronic record is not to be altered. Tardies remain recorded as tardies in the electronic record. Two of the values that all children need to develop in order to become responsible adults are promptness and responsibility. Our expectation of all Lake Como students is that each student will demonstrate responsibility and arrive at school on time every day. Our teachers begin promptly at 8:30 a.m. Entering a classroom after this time disrupts the learning process.

ARRIVAL AND DEPARTURE: Student hours at Lake Como are 8:30 a.m. - 2:45 p.m. except on Wednesday when student hours are 8:30 a.m. - 1:45 p.m. Students should not arrive at school before 8:20 a.m. unless they plan to have breakfast. Bus riders will go to breakfast upon arrival to school. **Breakfast will be served in the cafeteria for walkers, bike riders and car riders between 8:00 a.m. and 8:15 a.m. Walkers, bike riders and car riders must be in the breakfast line no later than 8:15 a.m. to be served breakfast. Walkers, bike riders and car riders will be dismissed from breakfast at 8:20 a.m.**

Students may wait on the benches by their classroom until the school bell rings. No student should be wandering around campus. Students are to leave school at the end of the day unless there is a planned activity or they attend the Extended Day Program.

NOTICE: School's Supervisory Responsibility of Students on Premises Pursuant to Florida Statute Section 232.25

(1). Orange County Public Schools employees are not responsible for supervising students not in attendance at school or students not authorized to participate in school sponsored activities.

(2). Orange County Public Schools employees are not responsible for supervising students arriving on these premises more than 30 minutes before school sponsored activities begin or students remaining on these premises more than 30 minutes after the end of school sponsored activities.

(3). Under no circumstances should parents or guardians rely upon Orange County Public School employees to supervise students outside of the scope of this statute.

EARLY DISMISSAL: Dismissal during school hours is discouraged. A written note is required on the morning of an early dismissal stating the reason and the time of the early pick-up. When monitoring attendance for truancy intervention purposes, excessive withdrawals prior to the end of the school day by parents may be considered.

For the protection of the child, the parent or guardian must come into the office and sign the dismissal log. In order to ensure student safety, adults are required to present a photo ID. Only adults whose names are on the list submitted by the parent will be able to sign out a child from school. No child will be released to any individual during school hours without approval from the office. Teachers will not release students from the classroom.

No early dismissal or change in mode of transportation
will be permitted after 2:00 p.m. daily ; Wednesday 1:00 p.m.

CHANGE OF TRANSPORTATION: It will be necessary to send a dated written note, if you change your child's mode of transportation. The school will not allow the student to alter his/her method of going home without this written notification. Last minute change in mode of transportation will not be approved. Phone calls changing transportation will be not be accepted. Voice verification cannot be established over a phone. A dated written note must be received by the office.

In cases involving court ordered custody of children, the school MUST have on file the appropriate legal documents of the custody in order to assure compliance with any limiting court order.

DROP-OFF AND PICK-UP OF STUDENTS: Students are to be dropped-off/picked-up at the Gore Street entrance to the school only. The Bumby Avenue entrance is for buses and day care vans only at the following times: 8:00 a.m. - 8:45 a.m. and 2:00 p.m. - 2:45 p.m. Parent and visitor parking are available in the Bumby Avenue parking lot from 8:45 a.m. - 2:00 p.m. This policy is in effect for the safety of all students and will be strictly enforced. We ask for your cooperation in this matter.