

## **Absence and Early Dismissal Notifications**

### **Parents/Guardians:**

Absences - please notify us of your student's excused absence(s) via email [attendance@legionlancers.org](mailto:attendance@legionlancers.org) or written note within 48 hours of the absence.

### **Early Dismissal**

A Parent/Guardian must present a picture ID at the front office, to sign out their child. If your student drives and needs to be dismissed early, you must send in a note with your child ahead of time to show both the teacher and the front office before the student may sign out.

### **Tardies**

Students who arrive late to school or who are returning from a mid-day appointment must check in with the school's front office and provide a note from the parent/guardian/medical office regarding the tardy in order to receive a tardy pass prior to proceeding to their classrooms. If a student misses more than 25 percent of class time, he/she will be considered absent for that class.

The high academic standards of the high school program and the rigor of the college program makes daily attendance extremely important. Significant absences, repeated unexcused absences or tardiness will lead to academic and disciplinary consequences. Appointments and other activities should be scheduled during non-school hours whenever possible. Likewise, LCA requests that families schedule vacations or special programs so as not to conflict with school. In particular, the final two (2) weeks of any semester are critical, as they culminate in student assessments, exhibitions and/or presentations upon which faculty base their grades.

Student absences will be verified. Absences may be considered excused for the following reasons: illness, family emergency, funeral, legal matter, and religious holiday. Even though an absence is considered Excused/Lawful, it will still count as one of the five allowed absences per semester class. If a student will be out of school for three (3) or more days due to illness, the student must provide a note from a doctor or nurse specifying the amount of time excused. Students will have three (3) days to complete work missed on the day of their absence.

If a student is absent from school for ten (10) consecutive school days or more and the student's parents or guardians have not contacted the school with an explanation for the absences or otherwise expressing their intent to have their student attend the school, the student will be deemed to have voluntarily dropped from LCA's enrollment.