

# LSC ATTENDANCE POLICIES:

## EXCESSIVE UNEXCUSED ABSENCES

*Please see the process below that will be followed in the case of excessive unexcused absences.*

**3 Unexcused Absences** - Phone call made to family (teacher/leadership).

**4 Unexcused Absences** - Excessive absences letter sent home.

**5 Unexcused Absences or 3 Consecutive Absences** - Truancy letter sent home with intervention meeting date. Attendance Intervention Plan (AIP) meeting held. (AIP = Office Referral.)

## AS ABSENCES CONTINUE

### 1st Violation:

Follow up phone call from Academy Director or school leader to schedule Attendance Intervention Plan (AIP) meeting to revise with one board member present & Referral #2 Entered into the Scholar's Record (Executive Director or Designee Participates)/Loss of After-School & Weekend Enrichment Privileges for 2 Months

### 2nd Violation:

Home visit by LSC leadership team

### 3rd Violation:

Overnight suspension, Revise AIP with 2 Board Members Present & Initial Report to DSS; Referral #3 Entered into the Scholar's Record/Loss of After-School & Weekend Enrichment Privileges for Remainder of Year

### 4rd Violation:

Overnight Suspension & Additional Report to DSS

### 5th Violation:

LSC School Attorney Makes Referral to Family Court

## EXCUSED ABSENCES

**5 Parent Notes** will be accepted for the year (5 days to submit).

**10 Medical Notes** accepted for the year (with the exception of chronic illness or other documented medical needs). \*\*Once a scholar has 10 medical absences, the school will hold an initial Attendance Intervention Plan meeting. Additional medical absences will result in the school implement additional interventions to include additional intervention plan meetings with Executive Director/his designee. If a scholar has 19 or more medical absences as of May 15th, s/he will be required to make up missing seat time (10% of the school year) in the summer PRIDE program.

## TARDY & LATE PICKUP POLICY

**5 Unexcused Tardies or 5 late pickups** result in a separate Intervention Plan meeting. **Upon the 5th tardy or late pickup**, the school will hold an initial Intervention Plan meeting. **After the 5th tardy or late pickup**, the school will implement the same interventions for excessive absences (board member conference, overnight suspension, & possible referral to family court) and the scholar's re-enrollment privileges will be in jeopardy for the following school year.



# LSC ATTENDANCE INCENTIVES:

## MONTHLY PERFECT ATTENDANCE

- Scholar receives a monthly shout-out on social media and Dojo.
- Scholar receives one soar token.

## PERFECT ATTENDANCE REWARDS FOR FAMILIES

- Scholars who have perfect attendance are entered into a quarterly raffle drawing for a gift card.

## YEARLY PERFECT ATTENDANCE

- Scholars who have earned perfect attendance for the entire school year will be recognized in end of year celebrations.

\*\*Scholars who who have missed 10% or more of the school year for medical reasons will be required to participate in summer school unless they have been on medical homebound to make up the seat time.

\*\*10 or More Unexcused Absences will result in the scholar automatically being retained in the same grade the following year.

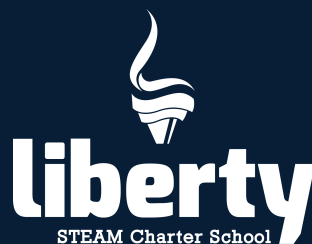
\*\*Tardies & late pick ups will follow the same intervention plan schedule as unexcused absences.



## SOUTH CAROLINA ATTENDANCE LAW

A scholar who is not in school misses valuable instruction. South Carolina attendance laws, part of the Education Improvement Act of 1984, became effective beginning with the 1984-85 school year. Recognizing the importance of daily attendance, you should know that:

1. Children from ages 5 - 17 are required to attend school on all days that school is in session.
2. Absences are to be used only for sickness and emergency situations.
3. A note from the parent/guardian or doctor should be sent to the school immediately following each absence. (Only 5 parent notes are accepted as excused per school year).
4. Any notes or excuses that are submitted after 5 days of absence will not be valid.
5. Parents will be contacted after 3 consecutive or 5 total unexcused absences.



[www.libertysteamcharter.org](http://www.libertysteamcharter.org)



## LSC ATTENDANCE REMINDERS

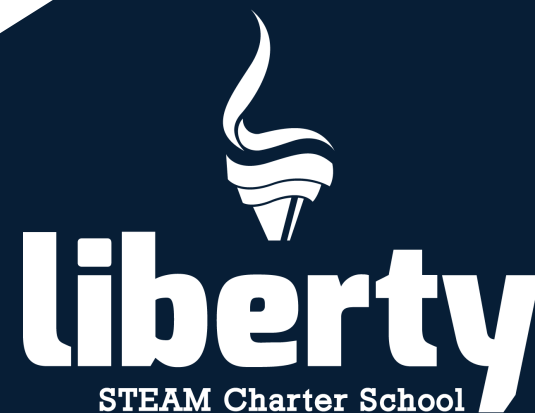
In order for scholars to be counted present for the day, they must be present for more than half the day.

**Monday - Thursday 51% = 226 mins**

**Friday 51% = 136 mins**

*\*Scholars with excessive absences and/or tardies are considered not to be in good standing with Liberty's re-enrollment policy for the following school year.*

**ATTEND TODAY. ACHIEVE TOMORROW.**



**ATTENDANCE  
POLICY**

**\*\*LAST REVISED JUNE 2025**