

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 - AIP Must be Scheduled & Held within 72 Hours by SSC)= Office Referral Input into PowerSchool Incident Management.

AS ABSENCES CONTINUE

1st Violation:

Academy Director Assigns Overnight Suspension to Require an AIP Meeting the Next Day. VIP Notified the Scholar will be added to the Attendance Watchlist for the Next School Year.

2nd Violation:

Additional Contact from School that Includes Home Visit or Administrative Outreach.

3rd Violation:

Academy Director Assigns Overnight Suspension to Require an AIP Meeting the Next Day; Referral #2 entered into PowerSchool Incident Management.

4rd Violation:

Academy Director Assigns Overnight Suspension to Require an AIP Meeting the Next Day.

5th Violation:

LSC School Attorney Makes Referral to Family Court

EXCUSED ABSENCES

5 Parent Notes will be accepted for the year. VIP must submit parent note within 5 days to the Scholar Services Coordinator.

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 wellness intervention plan meeting. Additional medical absences will result in the school implementing additional interventions (Wellness Plan) with the school attendance team. 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 Tardy 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 School Communication Platform (i.e. Dojo, etc.).
- Scholar receives one SOAR token.
- Traveling Trophy is Awarded to 1 Class on Each Grade Level with the Highest ADA (Average Daily Attendance).

QUARTERLY PERFECT ATTENDANCE

- VIPs will earn 1 volunteer hour for each quarter of perfect attendance.

YEARLY PERFECT ATTENDANCE

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

LIBERTY LANGUAGE DEFINED

- AIP - Attendance Intervention Plan
- TIP - Tardy Intervention Plan
- WIP - Wellness Intervention Plan
- PRIDE - Pathways to Respect, Innovation, Discipline, & Excellence (Summer School)
- ASP - Attendance Success Plan

**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.

**Scholars who have missed 10% or more of the school year for combined absence reasons (medical, suspension, unexcused, and/or excused) may be required to participate in summer school (school discretion).

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

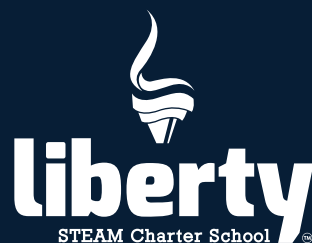
**Tardies & late pick ups will follow the same intervention plan schedule as unexcused absences



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.



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LSC ATTENDANCE REMINDERS

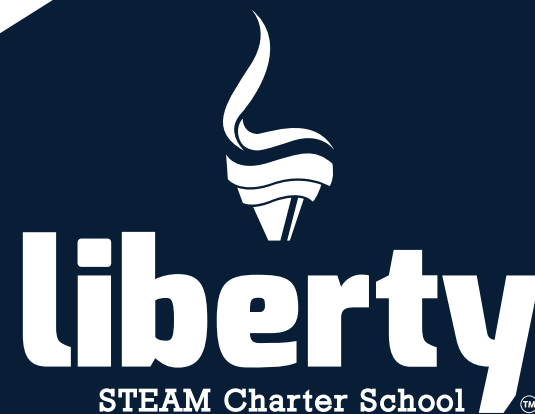
In order for scholars to be counted present for the day, they must be present for more than half the day.

Monday - Thursday 51% = 226 mins

Friday 51% = 136 mins

**Scholars with excessive absence, tardies, or late pick ups 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 MAY 2026**