

Lake Forest Elementary Attendance Policy

The faculty and staff at Lake Forest Elementary school are dedicated to providing your children with an excellent education to prepare them for middle school and beyond. We need your help to reach this goal. Please read and follow the attendance and tardy (late) policy below. If you have any questions, please contact the office at 355-4000.

1. Instructional time *begins* at 8 a.m. All students should be in the classroom before 8 a.m. Students may be dropped off at the front cafeteria door as early as 7:15 a.m. The side door for K4, K5, and 1st grade students will not open until 7:40 a.m.
2. Students who arrive after the 8 o'clock bell has rung will be marked tardy (late). Students who arrive late must report to the front office with their parents to sign in and receive a tardy (late) slip. If the safety patrols are entering the building, YOUR CHILD IS LATE.
3. If your student is out of school, a note must be sent with them upon their return to school whether it is a parent note, medical or other excuse. Students may have up to 10 absences for the school year. Any absences after 10 days MUST have a medical excuse. Students with more than 10 absences may be required to repeat the current grade next year.
4. If your child is absent you may call the school and request that the teacher send homework assignments to the office. This notification must be received in the school office by 8:30 a.m. The teacher will have the assignments in the office by 3:00 p.m.
5. NO early dismissals after 2:00 p.m. Whenever possible, send a note to the teacher if your child needs an early dismissal. If a note is not sent in beforehand, then a note (excuse) needs to be sent with the student upon their return to school.

If a student has excessive absences, early dismissals, and/or tardies, the following steps may be taken:

- Intervention letter and/or phone conference from Lake Forest Attendance Administrator
- Attendance Intervention Conference with Referral
- Student referred to Greenville County Schools Attendance Supervisor for Educational Neglect

NOTE: Children who are ill must be kept at home. Any child with a temperature of 100 or higher and a cough or sore throat will be sent home. Children who ride the school bus may not go home on the bus if they are sick. Children must be fever free and diarrhea/vomit free for 24 hours before returning to school. Please make arrangements to pick up sick children as soon as the nurse or office personnel call.