Attendance Expectations

Students are expected to attend every period, everyday. ICHS strictly adheres to the School District of Lee County Board Policy 5200. Florida Law (1003.21) requires that all children under the age of 18 attend school regularly during the school year.
All absences are unexcused until an explanation is provided via FOCUS or by email to ichattendance@leeschools.net.

Excuse Note/Email Must Include

- Full name & student ID
- Date(s) of absence
- Reason for absence
- Parent contact number
- Parent/guardian signature (if handwritten)

Up to 10 parent notes per semester (20 per year), additional absences need official documentation. Notes must be submitted within 5 days.

Excused Absences Include

- Illness (with official documentation after 3 days)
- Family death
- Court appearances
- Therapy for ASD (speech/OT/ABA)
- Medical appointments
- Approved school or community activities
- Pregnancy-related issues
- Prior administrative approval
- Religious holidays
- DCF/custody-related attendance

Make-up Work Policy

All students shall be given the opportunity to makeup work per School Board Policy. A student has the number of days he/she was excused plus one extra day to complete makeup work. It is the student's responsibility to request work from the teacher and to arrange to make-up tests/quizzes.

Unexcused Consequences

Loss of Driver's License Due to Excessive Absence: If a student accrues 5 or more unexcused absences in a 15-day period, or 15 unexcused within a 30-day period, that student will have his/her driver's license suspended or revoked. If a student does not have a license, they will be unable to obtain a driver's license until their attendance situation is remedied. Once revoked, a student must attend school for 30 consecutive days without an absence to have the license re-established.

Habitual Truant

Habitual Truant is defined as students who have accumulates 15 unexcused absences in 90 calendar, with or without the knowledge or consent of the student's parent or legal guardian as defined by law. All students who are identified as habitual truants will be referred to the School Social Worker and the State of Florida, per law.

Sign-out Policy

Up to nine (9) parent sign-out notes per semester, eighteen (18) yearly.

- No sign-outs after 1:30PM unless an emergay AND approved by administration.
- Students aged 18 and above follow the same procedure.
- A maximum of nine parent-excused sign-outs/semester (18 yearly) is allowed.
- 10th+ sign-outs require official documentation.
- Improper sign-outs = unexcused & may result in discipline.

Parents can complete the Sign-Out form here.

Tardiness

If a student arrives to school before 7:00 A.M. but is late to 1st or 2nd period, they will receive a lunch detention from their teacher (submitted through FOCUS).
If a student arrives after 7:00 A.M., they must sign in at the Attendance Office. A note may be brought in to excuse a tardy for reasons including illness, medical appointments, family emergencies, or district transportation issues.
When the bell rings for periods 3–7, teachers will lock their doors. Any late student must report to the 2nd floor for a tardy pass before returning to class.

Additional Reminders

- Students must be in class by 7:00 a.m.
- Daily robocalls are sent home at 8:30 a.m. if students are absent from school.
- Must attend at least half of the scheduled class periods to participate in athletics or extracurriculars, including field trips, Homecoming, Prom, and Grad Bash.
- Off-campus students (OJT, Dual Enrollment, etc.) must leave campus after their final scheduled class.
- Tardies during periods 2–7 follow the same tiered consequences as above.