

ATTENDANCE

- Attendance is very important with block scheduling, this includes homeroom. One (1) class period missed with block scheduling is equivalent to two (2) days in a traditional class school. Two (2) days of work is missed with each day of non-attendance; therefore, a student is **only allowed four (4) absences each quarter** with a parent phone call and/or written note to the attendance office, with make-up work allowed.
- Verification (phone/written documents) of absences (parental excuses) must be taken care of with the attendance clerk **within two (2) days of the student's return to school. Failure to comply will result in disciplinary action.**
- A parental note does not mean to imply a non-approved School Board absence such as off campus lunch or personal entertainment (beach, amusement park, taking the day off, etc.)
- Absences due to court dates, religious holidays and illness with medical documentation are not counted within the four (4) days attendance policy.
- An automated phone call will be made if the student is marked absent from any class during the day.
- An Attendance Appeal Committee will be established to implement the appeals process. Each student is entitled to an appeal once the student has been absent more than four (4) days of school. Appeal packets will be available in the eighth week of each grading quarter. **Students are limited to one appeal per school year.**
- Only junior and senior students will be allowed three (3) days per school year for college visits. These days should be scheduled when school is not in session unless the student has a planned program agenda for a specific day or if the student has a specific appointment with a college or military official that is validated in writing.

REGULAR SCHOOL ATTENDANCE

- Regular school attendance shall be the responsibility of parents and students. In addition, the parent/guardian shall be required to justify each absence of the child by providing the reasons and explanations for the child's absence to the school.
- Each school shall maintain accurate attendance records, track absences and follow attendance reporting procedures prescribed by the superintendent. Additionally, each school should establish procedures to ensure good attendance. **A student who is absent more than four (4) days within a 9-week period on block scheduling will not receive a passing grade for the grading period.**
- Teachers shall record absentees each period of the school day and report absences as required by the school. Parents/guardians should be notified each time their child is absent insofar as possible.
- For each absence for which the reason is unknown, the principal or designee shall contact the student's parent/guardian to determine the reason for the absence. The final authority for determining acceptability of the reason for the absence(s) shall rest with the Principal.

- Any student who fails to attend any regularly scheduled class and has no excuse for an absence shall be referred to the appropriate school administrator. Disciplinary action shall include notifying the student's parent/guardian, and will result in a Saturday School. Deliberate nonattendance will be considered insubordination and will be subject to the discipline ladder and/or a referral to the Child Study Team.
- Students identified as physically or mentally impaired and eligible under the Individuals With Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and are exhibiting a pattern of non-attendance, shall be referred to the Child Study Team to review the attendance record and make appropriate recommendations.

A/B DAY ATTENDANCE

- A student enrolled in an A/B Day schedule is governed by different attendance rules. The students enrolled in this program who are absent more than four (4) days within an 18 week period in their A or B schedule will not receive a passing grade for the grading period. All other attendance rules/practices are as noted above.

DRIVERS LICENSE

Pursuant to Section 322.091, F.S., the 1997 Florida Legislature enacted requirements that schools report to the Department of Highway Safety and Motor Vehicles (DHSMV) the name, birth date, sex and social security number of any minor who attains the age of fourteen (14) and accumulates fifteen (15) unexcused absences in a period of ninety (90) calendar days. The legislation further provides that those minors who thus fail to satisfy attendance requirements will be ineligible for the driving privilege.

Attendance and Make-Up Work

Since attendance is very important with block scheduling from homeroom through 4th block and two days work is missed for each day an absence occurs, students must request make-up work immediately upon return. A parent may also request make-up work while a student is out of school. The student shall have a reasonable amount of time, left up to the discretion of the teacher, to complete make-up work. Principals may grant extensions for extenuating circumstances.