

Titusville High School Attendance Information 2021-2022 School Year

5200 - ATTENDANCE

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session. School attendance shall be the responsibility of parents/legal guardians and students. Absences shall be reported to the school by the parent or adult student as soon as practicable.

In accordance with statute, the Superintendent shall require, from the parent/legal guardian of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence.

In addition, educators shall have the responsibility of encouraging regular attendance of students, maintaining accurate attendance records, and following reporting procedures prescribed by the Superintendent. Schools will record absent and tardy students in the automated student attendance recordkeeping system.

- A. Teachers shall record absentees each period of the school day and report absences as required by the school.
- B. Parents/Legal guardians should be notified each time their child has an unexcused absence, or an absence for which the reason is unknown, to prevent the

development of patterns of nonattendance insofar as possible.

- C. When a student has been absent three (3) consecutive days and the school has been unable to ascertain the reason for the absences, the absences shall be investigated or at any other time if deemed necessary by the school principal.
- D. The parent/legal guardian or adult student must report absences in writing to the school as soon as possible. Failure to report and explain the absence(s) shall result in unexcused absence(s). The final authority for determining acceptability of the reason for the absence(s) shall rest with the principal.

Each school should establish procedures to ensure good attendance. **A student who is absent more than nine (9) days within a semester or more than four (4) days within a nine (9) week period for schools on a block schedule will not receive a passing grade for the semester.**

Absences **not** counted in the nine (9) days/four (4) days attendance policy are:

- A. court dates
- B. religious holidays
- C. illness with medical documentation
- D. chronic and extended illness

A student is considered to be present at school, if away from school on a school day and engaged in an educational activity that constitutes a school approved instructional program or activity.

Commonly Asked Questions

What do I do if my child is out sick?

If your child is ill, we encourage you to keep your child home for the health and well being of everyone.

If you take your child to the doctor, ask for a medical excuse and have your child bring that to the attendance clerk upon returning to school.

If you do not take your child to the doctor, please write a parent note to explain your child's absence and have them bring that to the attendance clerk upon their return to school. While parent excuses still count against the 4 days allowed for absence, and your child may still have to fill out a FA Appeals Packet at the end of the semester, the committee will consider the parent notes when making their decisions regarding FA's.

***If your child is experiencing any of these symptoms:**

- **fever greater than 100.4**
- **chills**
- **cough**
- **congestion**
- **shortness of breath**
- **fatigue**
- **muscle/body aches**
- **headache**
- **new loss of taste/smell**

- sore throat
- nausea/vomiting
- diarrhea

Please include that in the parent excuse.

If your child does not bring a note of any kind in, the absence is unexcused.

*All students who are out are encouraged to communicate through FOCUS with their teachers to keep up with classroom instruction. Remember, contacting your child's teacher **does not** constitute a parent excuse. **All excuses MUST be turned in to the attendance clerk.** *

What happens if my child misses more than the 4 days allowed?

If your student misses more than the 4 days allowed on our block schedule, they will receive an FA (Failure due to absence) Appeals Packet. The student must complete the packet and turn it in by the deadline given. Once the deadline has passed, the committee will meet and go through the packets on a case-by-case basis. Decisions made at this meeting are final.

Possible outcomes of the FA Appeals process are:

1. Waiver – students' absences above the 4 allowed are waived due to appropriate and acceptable documentation given during the completion of the packet. No further action is required and the student will receive the grades they earned during the semester.
2. Contract – Student will receive FA for their grades for the classes they were absent more than the 4 days allowed temporarily. The student will sign a contract with administration agreeing to not to accrue more than the 4 unexcused absences allowed the following semester. If the student honors the contract, a grade change will be done at the end of the following semester and they will be given the grades they earned for the previous semester which were FA's.
3. FA – If a student fails to turn in their appeals packet or they do not have legitimate reason for missing more than the 4 allowed unexcused absences, they will receive an FA for any class they passed.

In ALL cases, if a student fails a class, earns a grade of F, that will be the grade that is recorded.