

## ATTENDANCE GUIDELINES

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) unexcused absences each quarter**. According to School Board policy, parent notes or phone calls count as unexcused absences. The only notes that do **NOT** count towards a student's unexcused absences are: D (doctor note), C (official court note), F (school-sponsored field trips/testing), and R (pre-approved religious holidays).

- Parents should make every effort to schedule appointments after regular school hours, and to plan vacations/family-related trips during days that school will not be in session.
- An automated phone call will be made if the student is marked absent from any class during the day.
- Regular school attendance shall be the responsibility of parents and students. It is extremely important that parents/guardians justify each absence of the student by submitting a note or contacting the Attendance Office and explaining the reasons for the absence.
- Absence notes (doctor, parent, court notes, etc.) must be submitted to the Attendance Office within three (3) days of the student's return to school. This procedure ensures adequate time for Attendance to input excused absences.
- Juniors and seniors will be given three (3) days per school year for college visits which may be administratively excused. Students must have a planned program agenda for a specific day/appointment time and have a college or military official validate the visit in writing to obtain the administrative excusal.
- A student who is absent more than four (4) unexcused days within a 9-week period on block scheduling will **NOT** receive a passing grade for the grading period. Students with reasonable reasons for excessive absences may appeal their grade through the Attendance Appeals process (see below).
- Students who "skip" scheduled class(es) and have no excuse for absences may be referred to the Dean. Corrective action will follow. Deliberate nonattendance will be considered insubordination and will be subject to the discipline ladder and/or a referral to Guidance.
- **Driver's License Suspension**—Truant students may have their driver's licenses suspended pursuant to F.S. Section 322.091. In 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.
- **Pre-Arranged Absences**—Students who know ahead of time that they will miss two or more consecutive days of school (funeral, AAU competition, etc.) may complete a Pre-Arranged Absence Form to obtain their work ahead of time. These forms are available in Attendance, and require signatures from a parent/legal guardian and all

the student's teachers. Determining whether pre-arranged absences will count against the student's four allowed absences is at the administrator's discretion. Often, students with pre-arranged absences are still required to complete an Attendance Appeal (see below).

- **Attendance Appeals**—An Attendance Appeal Committee will be established to implement the appeals process. Each student is entitled to submit an appeal once the student has been absent more than four (4) unexcused days of school. Appeal packets will be available in the during the last two weeks of each grading quarters, and this time period will be announced to parents and students. Late appeals may not be accepted. Students who are denied an appeal must see a guidance counselor for alternative ways to receive credit for classes failed due to absence. Students with ongoing excessive absences may also be referred to the Attendance Resource Officer and/or Department of Juvenile Justice for truancy.