



## **Attendance Policies and Procedures 2017/2018 School Year**

Regular attendance at school is important for student achievement and should be encouraged. Excessive absence is detrimental to a student's educational progress. Therefore, family trips and medical appointments should be planned during vacations or after school hours. The environment in a classroom setting is one of interaction among teachers and students. If a student is not present to become involved in this process, the student is denying himself/herself a valuable educational experience. Therefore, teachers are encouraged to give participation points to students who are in attendance and contribute to the learning process.

### **Excused Absences**

*COLCA and Osceola County recognize excused absences in the following categories:*

1. Personal or family illness (if a student is continually sick and repeatedly absent from school, student must be under the supervision of a physician in order to receive an excuse from attendance)
2. Medical appointment (physician note required)
3. Religious holiday
4. Death in the family
5. Approved school activity
6. Financial inability
7. Court appearance by student (Summons required)
8. Absence, which has been approved prior to the absence by the school administration.
9. Absences not included in the excuses listed above shall be unexcused.
10. Students who are "unexcused" or suspended from school can make up missed work.

**\*Absence due to a personal illness or family illness:** A parent or guardian may document up to nine days of illness per semester. All other absences due to illness will be unexcused unless there is documentation from a physician or healthcare provider. If the student is continually sick and repeatedly absent from school, the student must be under the supervision of a physician in order to receive an excuse from attendance.

**\*Absence due to participation in an academic or school-sponsored activity, a church-sponsored activity, or a family trip/outing:** All absences under these circumstances must be approved in advance by a school official, and teachers must be notified in

advance so they can have the opportunity to give the students assignments prior to the absence.

### **Unexcused Absences**

If a student is found to be unaccountable to school personnel or parents, an in-school or after-school detention or possible suspension will be the result of the unexcused absence. Students must be supervised at all times.

Absences for the sake of convenience for the parent or guardian will be unexcused. Absences without proper documentation will be unexcused.

### **Make-Up Work**

Make-up work applies to excused absences only. Teachers reserve the right to give a "0" for all missed quizzes, tests, and assignments during unexcused absences.

Make-up work should be completed within a time period of no more than twice the number of days absent, up to three days of absence. For extended absences, parents should obtain assignments during the absence.

Students are responsible to ask the teacher for missed assignments and to schedule any needed make-up tests/quizzes or assistance from the teacher.

### **State Guidelines: Mandatory Attendance and Loss of Credit**

*Elementary and Middle School (K-5 through 8th grade) students:* Students must be in attendance for 160 days (out of 180 school days). Otherwise, the student will be in jeopardy of being retained for non-attendance (20 total days of excused or unexcused absences).

#### *Attendance Policy for K5 - 5th Grade*

Students who miss more than ten (10) days per semester may be in jeopardy of not being promoted.

#### *Attendance Policy for 6th - 8th Grade*

Students who miss more than nine (9) days per semester may be in jeopardy of not being promoted.

*High School students:* Students must be in attendance for instruction in a designated course of study for a minimum of 135 hours per course to receive credit for that course, translating to 162 fifty-minute class periods out of 180. This translates into a maximum of 18 absences (excused or unexcused).

In classes that meet for just one semester, students must be in attendance for a minimum of 67.5 hours to receive credit for the course. This translates into 81 fifty-minute classes out of 90.

#### *Attendance Policy for 9th - 12th Grade*

Students who would otherwise receive a passing grade, but who have accumulated absences of more than nine (9) periods of instruction per semester, may be in jeopardy of not receiving credit for the course.

## **Tardiness**

Any student who arrives late must go to the office prior to entering his/her assigned class. The student will receive an admission slip that must be given to the student's teacher. As a precaution, students from Preschool through 5th grade who arrive late must be accompanied by a parent or guardian to the office and then to class by the adult who brought the child to school. This procedure prevents younger students from walking across the campus unaccompanied.

### **Consequences of Chronic Tardiness**

*For every four tardies in a nine-week marking period:*

- Students in Preschool through 5th grade will receive a warning note to parents, encouraging promptness.
- Students in grades 6-12 will receive a detention: 4-9 tardies= 60 minutes;
- 10 or more = Saturday school
- For every 10 tardies in a nine-week marking period:
  - Students in K5-5 grade will receive a Saturday school, to be scheduled by the Elementary Director. Their SmartTuition will be charged a \$10 penalty fee.
  - Students in 6th-12th grade will receive a Saturday school, to be scheduled by the Dean. Their SmartTuition will be charged a \$10 penalty fee.

### **Early Release From School**

If it is necessary for a student to be released early from school, the following rules and procedures apply:

1. A written note from the parent or guardian must be received by the administrator no later than the morning of the requested release date.
2. Approval by the administrator must be obtained prior to removing a student from school property (see the Attendance Policy for guidelines for excused and unexcused absences).
3. Not all requests for student release will be considered excused.
4. Only parents, guardians, or those whose names appear on the Emergency Procedure Card may sign out a student. No exceptions!
5. A parent, guardian, or approved person must sign the student out at the office before going to the classroom. No exceptions!
6. The student will be released at the approved time only, not earlier.
7. Students may not sign themselves out. Seniors signing out early must have parental approval.
8. A single note from a parent or guardian may not serve multiple situations.
9. Each medical or dental appointment must have a note from the doctor's office upon the student's return to school, documenting the following:

1. Date and time of appointment
  2. The actual time the appointment began and ended o An authorized signature from the doctor's office
10. The student is responsible for obtaining all assignments and completing all work missed as a result of the release.
  11. Teachers are not allowed to release students without approval from the office.
  12. A student will be released only to those individuals who have been listed on the student's Emergency Procedure Card (identification will be required).