

General School Information

Attendance

Florida Compulsory School Law (F.S. 1003.21) states all children who are either six years of age (or who will be six years old by February 1 of any school year), but who have not attained the age of 16 must attend school regularly during the entire school term.

- a. You are expected to be on time and in school for the entire student day.
- b. If you are not present in class at least one half of the class period, you shall be counted absent.
- c. On the day of your absence, a parent or guardian should call the school to explain the absence. The absence will be excused if it meets the criteria outlined in the Code of Student Conduct. . The parent or guardian must contact the school within 48 hours of the absence or appropriate documentation is required within 5 days. If this contact is not made, the absence will be recorded as unexcused.

Late Work Policy

Following an absence, the student has the responsibility to contact his or her teachers on the next attendance day in order to obtain any missed assignments. Work assigned prior to the absence is due the day the student returns to school. Work assigned during the student's absence is due within a period of time equal to the number of days that the student was absent.

Tardiness

Habitual tardies will result in disciplinary action. Students who arrive to school after the tardy bell must report to the office to sign-in and receive a tardy/admit slip to class. This will be marked as unexcused. Oversleeping, missing the bus, etc. are all examples, but not limited to, an UNEXCUSED tardy. Students have 3 minutes passing time between classes. Unless they have a pass from another teacher to excuse them, they will be sent to the office to receive a lunch detention. Students should be **in their seats** when the tardy bell rings, ready to work.

Leaving Early from School

ONLY those listed on the BIO form will be allowed to pick up a student. The parent/person picking up the student must show a PHOTO ID before that student is released to the adult. Parents/guardians must send a note with the student explaining why he/she will need to be picked up early from school. The student needs to bring the note to the attendance office and give it to the attendance clerk before first period begins. The student will then be issued a pass with the time indicating when to report to the attendance office. It is important that the note contain the following information: reason for the leaving early, time and date the student needs to be at the office to be picked up, a contact phone number, and a parent signature.

Attendance and Athletics/Extracurricular Activities

If a student is absent for more than half of the school day on the day of the event, he or she may not participate in the athletic or extracurricular event. This policy also applies if a student is in ISS for the day or even a period in the day.