

STUDENT ATTENDANCE POLICY

A student who is absent without the principal's approval shall have his/her parent(s) or legal guardian report such absences to the school center in the manner prescribed by the Student Conduct and Discipline Code. At Winter Springs, a written note must be presented to the attendance office within five (5) days of absence. Households of absent students are contacted same day by a computerized calling system.

Notes excusing an absence will not be accepted five (5) days after absence. No more than five (5) parent notes will be accepted per semester.

- I. A student shall be considered truant when absent without parental or guardian permission or when the parent(s) or legal guardian consents to unnecessary absences.
- II. Students shall be given a reasonable amount of time to make up any work assignments which are missing during an absence. At least one day shall be allowed for each day of missed work. A student may negotiate an alternate schedule when he/she experiences difficulty with the arrangements.

Major religious holidays include: Jewish holidays – Rosh Hashanah, Yom Kippur, Sukkot, Shmini Atzeret, Simchat Torah, Passover, and Shavot.

Christian holy days include: Christmas, Epiphany, Ash Wednesday, Palm Sunday, Good Friday, Easter.

The student's parent(s) or legal guardian shall give advance written notification to the school when a student will be absent for religious reasons.

Student shall be given an opportunity to make up any missed examination, study, or work assignment.

Excused absences: students over compulsory attendance age shall be expected to provide documentation for an absence to be considered excused.

- I. After an absence, the student must provide the school with documentation indicating that one of the following has occurred if he/she wishes that absence(s) to be excused: medical treatment by a licensed physician, observance of a religious holiday, law enforcement order or court subpoena, death of a family member, natural disaster, traffic accident that directly involved the student. *Section 232.09, F.S.

NOTE: It is understood that on every occasion of sickness, a student will not require medical attention by a licensed health care professional. Short term, non-chronic illnesses may be documented/explained via a signed parent note. In such circumstances, the student shall suffer no academic penalty, provided that all course work, examinations, etc. are made up within a reasonable period of time as defined in Section V.

NOTE: Should the Principal or persons in charge of schools reasonably suspect an abuse of this provision, he/she may require documentation from a "licensed practicing physician" (M.D., O.D., D.D., D.D.S., and/or D.C., etc.) as described in F.S. 232.09 (4) as a condition for declaring the student's absence for illness excused.

- II. A student will be considered to be in attendance when participating in school activities or when, with permission, they are attending to school-related business.
- III. Attendance Office personnel will review the documentation and input any excused absence(s) into the computer for the appropriate date(s).
- IV. **Notes excusing an absence will not be accepted five (5) days after absence. No more than five (5) parent notes will be accepted per semester.**

Unexcused absences: absence from class for any reason other than those enumerated in Section II. (1-6) shall be considered unexcused.

Credit Denial – A student will lose credit in a course in which he/she has accumulated ten (10) unexcused absences per semester. Students with unique reasons for their absences should see the assistant principal in charge of attendance.

- V. Guidelines for make-up work – A student who is absent is required to make up all course work missed, regardless of whether the absence is excused or unexcused. It is the student's responsibility to obtain assignments upon returning to class immediately following an absence.

Note: At a minimum, the student shall have not fewer than the number of days he/she were absent to complete and hand in make-up work for credit. Specific arrangements must be made with the student's teacher(s).

Assignments given by the teacher two weeks (ten school days) in advance of student's absence will be due on the assigned date. The time and place for a make-up examination(s) shall be scheduled by the teacher(s). The teacher's decision on make-up schedules shall be final.