

Attendance Policy

PHILOSOPHY

Regular attendance provides students with the opportunities necessary to meet course goals and objectives. Many integral activities, including class discussions, laboratory experiments, field trips, and guest speakers, cannot be simulated or replicated with bookwork! Therefore, with the goal of promoting student success, Seminole County Public Schools has adopted a uniform High School Attendance Policy. It is our intent to encourage honest, accurate, and consistent adherence to this policy by all of our students, parents, teachers, and administrators.

COMPULSORY ATTENDANCE REQUIREMENT

Pursuant to Florida Statute 232.01, a high school student enrolled in Seminole County Public Schools who is under the age of 16 is required to attend school regularly during the entire term. Pursuant to Florida Statute 230.22(2), the School Board of Seminole County, Florida, has adopted a Compulsory Attendance Policy, File JEA, which states, "A student is expected to attend all school sessions unless excused by a proper school authority."

CLASS ATTENDANCE DEFINED

Tardiness: Students are expected to arrive to class on time. Each teacher is responsible for defining a tardy to his/her class and reporting student tardiness. For a mid-block class, a student is tardy up to and including 5 minutes after the start of class, for a full block class, a student is tardy up to and including 10 minutes after the start of class; after that, the student is considered absent.

EXCUSED ABSENCES

The parent(s) of a student of compulsory attendance age, (<16) are expected to provide proper documentation of their child's absence(s) from school. Students over the compulsory age shall be expected to provide documentation for an absence to be considered excused.

After an absence, immediately upon return to school but no later than five (5) school days following an absence, the student must provide the school's attendance office with documentation indicating that one of the following has occurred if he/she wishes that absence(s) to be excused:

1. Medical treatment by a licensed physician
2. Observation of a religious holiday
3. Law enforcement order or court subpoena
4. Death of a family member
5. Natural Disaster
6. Traffic accident that directly involved the student

*NOTE: It is understood that on every occasion of sickness, a student will not require medical attention by a licensed health care professional. However, parent notes for short term, non-chronic illnesses will not be accepted. HHS reserves the right to re-evaluate all excused absences when absences become excessive. Students who return to school without written documentation listing one of the above reasons will be considered unexcused for the absence(s).

UNEXCUSED ABSENCES

Absence from class for any reason other than those enumerated above shall be considered unexcused.

GUIDELINES FOR MAKE-UP WORK

Students are responsible for making arrangements with the teacher for make-up work.

- a. A student who is absent is required to make up all coursework 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. At a minimum, the student shall have no less than the number of calendar days, plus one,

he/she was absent to complete and hand in make-up work for credit. Specific arrangements must be made with the student's teacher(s).

- b. Unless exempted from this requirement by the Principal or his/her designee, in consultation with the teacher, assignments given by the teacher two or more weeks (ten school days) in advance of a student's absence will be due by the assigned date. An assignment turned in after the due date will be graded by the teacher. When the quantitative/qualitative grade has been determined by the teacher, it may be reduced by no more than one letter grade for every day the assignment was turned in late.
- c. The time and place for a make-up examination(s) shall be scheduled by the teacher(s).
- d. The teacher's decision on make-up schedules shall be final.

ATTENDANCE AND DENIAL OF CREDIT

Students who accumulate more than nine (9) unexcused absences in a class during a semester will be denied credit. Loss of credit may interfere with the students' ability to graduate on time. In order to reinstate credit a student must complete make-up time (hour for hour) which will be held on designated Saturdays in Saturday School. Make-up time may not be done with individual teachers.

Participating in school activities or attending to school business is considered in attendance. The activity is considered a field trip and the only type of exempt absence.

Suspension for disciplinary reasons will not be considered an unexcused absence.

Hagerty High School initiates the following communication for absences:

- 1. Automatic phone dialer calls phone number of record each day of absence for designated periods.
- 2. Skyward Family Access is available to parents/guardians and Student Access is available to students.

MAKE-UP TIME SCHEDULE

Saturdays: 8:30 am - 10:30 am in the Cafeteria (2 hours make up 1 absence)

Semester 1		Semester 2
September 21		February 8
September 28		February 22
October 5		February 29
October 12		March 7
October 26		March 28
November 2		April 4
November 9		April 11
December 7 (Last make up time for Semester 1)		April 18
		April 25
		May 2 (Last make up time for Semester 2)

MAKE-UP TIME RULES

******STUDENTS WILL BE RESPONSIBLE FOR MONITORING THEIR OWN ATTENDANCE.**

- 1. All students participating in make-up time must present photo identification upon request. Failure to produce photo identification will result in dismissal from make-up time with no credit for time served. Please see the Media Center to replace a lost HHS ID card.

2. Students who arrive at the cafeteria after 8:30 am will not be admitted.
3. Students **can only make up 2 hours per Saturday**. Students will sign in and state which class and period they are making up time for.
4. Electronic devices must be turned off and put away. Any exposure or use of an electronic device will result in dismissal from make-up time with no credit for time served.
5. The dress code is in effect during make-up time. Hats, hoods, etc. are prohibited. Violations will result in dismissal from make-up time with no credit for time served.
6. No food or drink is permitted except bottled water.
7. Talking and other forms of communication are prohibited during make-up time. Violations will result in dismissal from make-up time with no credit for time served.
8. Students are not permitted to sleep, put their heads down, or lean on tables during make-up time. Students must remain facing forward at all times. Violations will result in dismissal from make-up time with no credit for time served.
9. **Students are to work on class assignments or complete sustained silent reading during make-up time.** Playing cards and calculator games are prohibited.
10. Any Student Code of Conduct violation committed during make-up time may result in a discipline referral. Disrespect to staff or disruption of make-up time will result in an out-of-school suspension.
11. Students may begin to make-up time only after accruing 9 or more unexcused absences.
12. Students are not allowed to “bank” make-up time. **You must have 9 unexcused absences before attending make-up time.**

Questions regarding make-up time may be directed to the Attendance Office or the Student’s House Office.

Students will not be permitted to enter Make-up Time without work/assignments to complete

ATTENDANCE RELATED PROCEDURES

TO CHECK OUT

No student is permitted to leave campus early without permission from the Attendance Office. Medical or dental appointments should be scheduled for after hours. If for any reason a student needs to check out, the parent/guardian must send a note with the student. Prior to first period, the student will take the note to the Attendance Office to check out. Please refrain from checking out your student after 2:00pm (M, T, TH, and F) and/or 1:00pm on Wednesday. If a student becomes ill or injured, the parent/guardian will be notified before the student will be allowed to leave campus. If the student has a valid parking pass and a vehicle, the student will be permitted to leave at the parent’s request. If the student does not have a valid parking pass and a vehicle, the parent/guardian must sign out their student in the attendance office and transport their student from the school. No student will be permitted to leave with any person other than their parent/guardian or the contact listed on the emergency card.

DRIVER’S LICENSE / ATTENDANCE POLICY

According to section 322.091 of Florida Statutes, a minor is not eligible for driving privileges unless that minor is enrolled in public school, nonpublic school, or home education, and satisfies relevant attendance requirements. All students attaining age 14 within the current school year, who accumulate 15 unexcused absences in a period of 90 calendar days, will be reported to the Department of Highway Safety and Motor Vehicles. DHSMV will submit notices to the student and parent informing them of the suspension of the student’s license. The student and parent will have 15 calendar days from receipt of the notice to request a hardship waiver hearing before the Principal or his Designee.

COLLEGE DAYS

Students are permitted a total of two official college visits beginning their junior year period. In order for a college visit to be excused the student must bring an official letter or proof of the visit to the Attendance Office within five (5) days