

P. K. Yonge Developmental Research School

ATTENDANCE POLICY

04 - 05

Authority: K - 20 Education Code, TITLE XLVIII, Florida Statutes

A. Absences

1. It is the responsibility of each student's parent/guardian to justify the student's absence to the school.

The attendance secretary will make ONE courtesy call to remind a parent if the procedure hasn't been followed. After that, the absence will be recorded as UNEXCUSED if there is no documentation within 48 hours of the student's return to school.

2. **Attendance** is taken at the beginning of every class and the data recorded by the teacher into the school's records database (TERMS) and into his/her class record.

3. All absences are unexcused unless justified by the parent/guardian and evaluated as excused by the school.

On the morning of each absence, parents report the absence via the Absence Reporting Line at 392-1554 *334. Doing so will provide information upon which to base a preliminary evaluation of the absence and may make *unnecessary* an AutoDial call to the student's home that evening.

Upon the student's return to school, parents/guardians must justify each absence of their student via written parent note or other written documentation as described below in 3a. Parent communications **must include** student name, grade, date of absence, *reason* for absence, parent's name, (and signature, when written communication) and daytime phone number for verification.

Students returning to school after an absence without a documented excuse may be sent to ISS until a parent can be contacted. **All absences not justified within 48 hours of the student's return to school will remain unexcused.**

Absences will be evaluated as excused based on the following criteria:

- a. Sickness, injury, death in the family, or other insurmountable condition
 - Six (6) absences per semester may be documented solely by parent note. After six such absences documentation by a physician, health care professional, or court official is required.
- b. Documented appointments with health care professionals
- c. Documented absence for religious instruction or a religious holiday (*Parents request permission for a student's absence via Pre-Arranged Absence Application for religious instruction or religious holiday.*)
- d. Court appearances (copy of subpoena or other court document must be provided)
- e. Pre-arranged absence approved by the principal- application submitted 3 days in advance of absence

(See A9. for details.)

4. Students absent for more than half of a *CLASS*, are considered absent from that class.

5. Out of school suspensions are unexcused absences. Students may not make up work for credit for unexcused absences

except in the case of a **FIRST** suspension for a Level I offense. Credit for make-up work is NOT allowed for suspensions after the first or for Level II or Level III suspensions.

6. Procedures re: Absences per semester (total)

- a. At 3 absences parents will be contacted with a reminder of Attendance Policy / Administrator is notified
- b. At 5 absences the student is referred to the Child Study Team. (The CST meets with the student and parents/guardians to identify and develop interventions to improve attendance.)
- c. At 7 absences the student is referred to the CST to make a contract for correction of the absence issue
- d. At 10 absences the student is referred to the Principal for a Discipline Committee meeting / **possible loss of credit for the semester**

7. If a student accumulates five (5) unexcused absences within a calendar month or ten (10) unexcused absences within 90 calendar days, the student is referred to the school's Child Study Team. A student who does not cooperate is referred to Truancy Court. Parents/guardians who do not cooperate can face criminal prosecution.

8. A student who accumulates fifteen (15) unexcused absences within 90 calendar days is a habitual truant under state law. The Director is authorized to file a truancy petition. The student may also be dealt with as a child- in- need -of -services. In addition, the school must report the student to the Department of Highway Safety and Motor Vehicles who then may not issue a driver's license or learner's driver's license, and shall suspend any previously issued driver's license or learner's driver's license.

9. Pre-Arranged Absence Application

Parents planning ahead for a student's absence from school must apply for pre-arranged absence approval from the Principal. Likewise, parents may request approval for absence of a student for religious instruction or religious holidays.

Applications must be submitted to the Attendance Office 3 days in advance of the absence. Applications turned in late will NOT be approved and will result in unexcused absence(s). Application forms are available in the Attendance

Office.

B. Tardies

It is each student's responsibility to be on time to school and to each class. Tardies will be evaluated as excused or unexcused based on the same criteria as those for absences (see A3).

Tardy to School

Students tardy to *SCHOOL* must check in through the Attendance Office to obtain an *Absence Report* or with a *hallway Administrator* to obtain a *Tardy Admit*.

Tardy to Class

First Tardy - Teacher confers with student to make plans for correction of tardy issue

Second Tardy - Teacher confers with student to make plans for correction of tardy issue / parent contact by teacher

Third Tardy - Detention for 30 minutes after school in the ISS room / parent contact by an Administrator

Fourth Tardy - 1 hour after school detention in the ISS room / parent contact by an Administrator

Fifth Tardy - All day ISS / parent contact by an Administrator

Sixth Tardy - Saturday school detention / parent contact by an Administrator

Seventh Tardy - Child Study Team referral: Administrator/Parent/Student conference with contract for correction of tardy issue.

C. Check-in and Check-out

1. **ALL** students arriving late to school, or checking out early **MUST** do so through the Attendance Office. Students who have checked out and return to school **MUST** check back in through the Attendance Office.

2. Parent/guardian written explanation and/or parent pick-up with a minimum of 1 hour prior notice is required for early check-out of secondary students.

3. Parents/others picking up a student early **MUST** come into the Attendance Office to *sign out and meet their student for pick-up*. Students cannot be sent to other locations for pick-up.

4. Parents/guardians must list the names of others who they permit to check out their student on the student's emergency form. *Anyone* whose name is not on file **cannot** check-out a student without prior written verifiable permission from a parent/guardian. Anyone checking out a student should be prepared to show a picture ID.

5. Students who drive themselves to school will be allowed to check out during the school day only with parent verification, and/or Principal approval of a circumstance meeting the criteria for an excused absence. (See A3.)

The attendance secretary will make ONE courtesy call to remind a parent of the proper procedure when proper procedure has not been followed.

6. Students experiencing illness, injury, or other medical problems of a non-emergency nature while in school should request a referral to the Clinic from their teacher for evaluation and/or treatment. **The school nurse will initiate parent contact and check-out, if necessary.**

7. Students who leave campus without following the proper check-out *procedure* will be considered as leaving campus without permission (**SKIPPING**).

8. There will be **NO** check-outs during the last 30 minutes of the school day unless there is a pre-arranged, verified medical appointment or a true emergency. Convenience is not an acceptable reason for taking your student out of school early.

9. Forgotten items will not be delivered to students. Students consistently rescued from consequences are deprived of opportunities to develop personal responsibility and accountability.

10. We cannot deliver messages to students except in the case of an emergency. Plans for pick-up and after school activities should be made and communicated to your student before s/he starts the school day.

Find this document and a link to the Florida Statutes on the PKY website: <<http://www.pky.ufl.edu>>.

is available for your review in the Attendance Office.