



Attendance

Policy

Every student is expected to be on time and present each day school is open during the school year. Regular attendance is essential if a student is to make use of the educational opportunities the school offers. Parents are solely responsible for their children's regular school attendance.

If a student is absent from school, it is the student's responsibility to make up work missed during this time period. If a student misses more than one day, the parent may contact the school to collect information about assignments missed. **Teachers must be given a full day to prepare missing assignment packets. Same day requests may not be honored.** For making up work, students will have the same number of days they missed plus one day for completion.

Reporting Absences

When a child is going to be absent, you must promptly report the absence to the school by calling (239) 945-1999. **Your message must include the child's full name, the date of the absence and the reason for the absence.** If you are unable to notify the school by phone, a written excuse including the same information with a parent signature will be accepted upon the child's return to school.

Excused & Unexcused Absences

Only the school principal or the dean of students is authorized to excuse an absence.

EXCUSED ABSENCES:

1. Religious instruction, religious holidays or holy days
2. Sickness, injury, death in the family or long-term illness verified by a physician's note
3. Off-campus student meetings that are scheduled by school personnel
4. Court dates
5. Planned vacations approved by the school principal or his designee

UNEXCUSED ABSENCES:

1. Any absences that are not pre-arranged and approved by the principal or his designee and are not defined as excused in this policy
2. Reported absences (by phone, email or written note) that do not include a reason for the absence

Truancy

Students are expected to arrive on time each day and remain for the full school day. **Arriving to school after 7:45 am is considered tardy. Early dismissals from school (leaving before 2:20 pm) are also classified as tardies. Every six tardies is equivalent to one absence.**

*Tardies and early dismissals are only excused if the reason is due to illness, medical or dental treatment, or other reasons as approved by the school principal or dean of students.

Excessive Absences or Tardiness

The following number of days shall be deemed excessive for all students:

- More than 19 absences per year, either excused or unexcused
- 15 unexcused absences within 90 calendar days
- 6 or more tardies/early dismissals in one quarter