

## V. Reasons Why An Absence, A Tardy Or An Early Sign Out Will Be Excused

An absence, a tardy or early sign out will be excused if caused by one of the following reasons:

- A. The student is ill or injured.
- B. There is a major illness in the student's immediate family (this means parents, brothers, sisters, grandparents, or others living in the home).
- C. There is a death in the immediate family.
- D. The student attends religious instruction or there is a religious holiday in the student's own faith.
- E. The student is required by summons, subpoena or court order to appear in court. A copy of the subpoena or court order must be given to the principal.
- F. Special event. Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must get permission from the principal at least five days prior to the absence.
- G. The student has a scheduled medical or dental appointment. It is recommended, when possible, to schedule appointments outside of school hours, so students do not miss instruction.
- H. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies. Students are allowed a maximum of three (3) excused days for each infestation of head lice unless extended by principal. Students on field trips and students who attend alternative to suspension programs are not considered absent.

## VI. Make-Up Work For Absences (Excused, Unexcused Or Suspension).

Make-up work for full credit and without a grade penalty is allowed for all absences. It is the student's responsibility to obtain the missed work. The number of days allowed to make up the work shall be equal to the number of days the student was absent. In cases where the grading period ends before make-up work can be completed due to absences, an "I" may be recorded for the grading period grade. The "I" can be converted to a letter grade once the number of make-up days allowable in policy have been granted for the completion of make-up work.

In accordance with F.S. 1003.01, if a student is supplied with make-up work during a suspension, the student is expected to complete the work during the suspension period and submit it upon their return to school.

## VII. Responsibility Of Parents And Students To Attend School

### Parents and students must do the following in connection with school attendance:

- A. Ensure the attendance of a child of compulsory school attendance age, as required by law. (F.S. 1003.24)
- B. Notify school personnel of their child's absence prior to the end of the school day of the absence, if possible and provide written notification within 48 hours of the child's return to school. Otherwise, the absence will be unexcused.
- C. If requested, provide documentation of illness from a physician or public health unit within 48 hours. The maximum number of days that a student may be absent without acceptable documentation justifying the absence is five (5) consecutive days.
- D. Notify the school of any change of address, phone numbers and emergency contact numbers.
- E. Obtain application from currently assigned school if a student is eligible for homebound instruction.
- F. Notify school personnel if the family is moving out of town or out of the school's attendance boundary.
- G. Be aware of school district calendar and coordinate trips, vacations and personal business to support attendance on school days.
- H. Notify the school and request a copy of the Hospital/Homebound referral packet if a student is expected to miss at least 15 consecutive school days due to illness, medical condition, or social/emotional reasons, or may miss excessive days intermittently throughout the school year for the same reasons.