

Reporting an Absence/Attendance Information

- ✓ Daily student attendance is required by School Board Policy
- ✓ It is the student and parent responsibility to document absences by:
 - Calling 570-3138 ext. 1057, sending in a signed note or emailing a reason to the attendance clerk Geri Thomas at thomasgera@pcsb.org
 - In your email or phone call be sure to clearly state the student's first and last name and the name and phone number of the person reporting the absence.
 - Absences will only be excused for the reasons stated in the Code of Conduct (below)
- ✓ Absences can negatively affect student's grades
 - Teachers must lower a student grade one letter grade for unexcused absences
 - Skipping a class will result in a zero on the day's assignments
- ✓ Students with more than 5 unexcused absences in a six weeks or 10 in a semester may not be allowed to participate in extracurricular activities in the current six weeks and the following six weeks. This includes athletics, clubs, performances and attendance at special events (Prom, Homecoming, etc...).
- ✓ Students will have their Driver's License suspended for excessive absences—see Code of Conduct for more information.

Reasons Why an Absence Will be Excused

- 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 or designee.
- 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.
- 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 five excused days for each infestation of head lice. Students on field trips and students who attend alternative to suspension programs are not considered absent.