

## Attendance Matters\*\*

### Philosophy

*We expect our students here every day!* Attendance is particularly important at SAIL. It is a critical component of our hands-on approach to learning. To reinforce good attendance, we offer the possibility of Intensive preference, pizza parties, and other rewards to students who have great attendance (plus good academics and discipline record). For non-attendance, we utilize a “conferencing approach” instead of an automatic failure policy.

### RESPONSIBILITIES/PROCEDURES FOR CLEARING AN ABSENCE

**PARENTS** – All absences must be reported to the 24-hours attendance line 850-617-5929 on a daily basis. Please don’t leave messages for tardies and/or early release information. In order to clear a prior day’s absences, a note signed by parent/guardian is required to be turned into the office.

**STUDENTS** – It is **YOUR RESPONSIBILITY** to check your attendance daily in 2<sup>nd</sup>/3<sup>rd</sup> period or the Focus Portal. Check in with the office to clear up absences and submit written documentation, etc. before school, during lunch or after school. **Also, please remember to sign in and out at the office when you arrive late or leave school early.**

### Excused Absences

Absences can be **excused** for: illness, illness/death in the family, appointment with doctor/dentist, court, late school bus, emergency at home, and religious holidays.

**For doctor’s and court appointments, please remember to bring a note and try not to miss a whole day of school. PLEASE NOTE: pre -arranged trips, etc., require written approval prior to absence. Forms are available in the office or online.**

**Excessive excused absences may necessitate a doctor’s excuse and/or a parent attendance conference.**

### Pre-arranged absence (s)

Students may have absences approved in advance by completing the Pre- Approved Absence Form—signed by their teachers and turned in to the front office prior to the absence. Forms are available in the front office or on our webpage.

### Make-up Work

In the case of **excused** absences, on the first day of the student’s return to school, students **must ask each teacher** for make -up work. A student has a period of time equal to the number of days absent to complete their make-up work. Failure to complete make-up work within the allotted time frame may result in a failing grade. The teacher may not accept make-up work for absences that are marked **un-excused**. See each teacher’s policy.

### Unexcused Absences

Absences that **CANNOT** be excused: *skipping class, conducting personal business, oversleeping, continual car problems, or a late city bus.* Missed assignments & tests may be penalized or not accepted. See each teacher’s policy for more details.

**\*\*Attendance and discipline guidelines are subject to change based on district policy and/or staff input. Stay tuned for updates.**

## *Poor Attendance Interventions/Consequences*

**Per 9 week (per period/same class) grading period consequences will include:**

- 1 unexcused absence = Parent Contact (automated call)
- 2 unexcused absences = Parent Contact (automated call)
- 3 unexcused absences = Warning Letter/Parent Contact
- 4 unexcused absences = After School Detention (ASD)/Saturday School
- 5 unexcused absences = Attendance Conference with Parent and Contract
- 6 or more *unexcused* absences = Saturday School/Intervention Agreement/Exit List


**5 or more excused absences per 9 weeks= Required parent attendance conference.**

**\*Excessive excused absences** will require a doctor's note after 5 absences

Other possible lost privileges may include loss of off campus lunch permission, field trips, Intensive preference, extracurricular activities, and/or graduation ceremony participation.

Per school district policy, all students with more than 9 unexcused absences in a semester must pass the semester exam in order to earn credit.

**Driver's License Consequences** - Students between the ages of 14 and 18 who accumulate 15 unexcused absences within 90 calendar days may lose their driver's license or become ineligible for driving privileges. The school district shall notify the Division of Highway Safety and Motor Vehicles pursuant to law and rule.

**Attending school is important! We want you here every day** 

## *Tardy Policy*

Students should be in class by the tardy bell. Students who are unexcused tardy 3 times will be assigned an isolated lunch by the teacher. Continued tardiness will result in a required After School Detention then Saturday School.

Tardy is defined:                      less than or equal to 10 minutes = **Tardy**  
   greater than 10 minutes = **Late/Unexcused Absence**

## *Passes to Class*

Students receive a "green" pass from the office to show an unexcused absence/tardy has been excused. If the absence/tardy is unexcused, the student will get a "red" pass. The absence must be cleared by the end of that school day (unless otherwise specified).

<p>Green pass = "Good to Go"- excused Red pass = "Unexcused Absence"</p>
--

## *Hall Passes*

Students leaving the classroom or not going to their assigned area, must have a hall pass assigned by their teacher. Students are not allowed to use their cell phones, electronic devices, or leave campus during class time.