

Attendance

Leon County's attendance policy is distributed to each student the first week of school. Students are expected to attend every class, every day, on time, prepared to work with the proper attitude. The school maintains records of all student attendance, including absences, tardiness and early dismissals. The teachers' online records are the official record that determines the number of absences for each student. Students attending an administratively recognized school function will be considered present for attendance purposes. Leon County's attendance policy is distributed through FOCUS to each student the first week of school.

Pre-Arranged Absences

Absences for religious holidays, higher-education visits, or other educational experiences must be arranged **before** the days away from school occur.

- Leon County Schools publishes a list of approved religious holidays and provides a form to request permission to be absent for observance of these special days. Religious forms should be turned in at the beginning of the school year.
- Higher-education/College visits must be prearranged with the institution of interest and must be pre-approved by the administration one week before the absence and followed by the submission of appropriate documentation from the higher-education institution.
- Other educational experiences (such as work during legislative sessions, appropriate extended family trips, etc.) must be pre-approved by the administration.
- Additional documentation may be required upon return from the absences. Forms can be found in the Attendance Office. Pre-Arranged Absence Forms must be turned in **to the Attendance Office a minimum of one week before the absence.**

High Education Visits

Higher-education visits must be prearranged with the institution of interest and must be pre-approved by the administration **one week before the absence and followed by the submission of appropriate documentation from the higher-education institution (documentation of the scheduled visit.)**

Absences

One of the strongest foundations for school success is regular school attendance. Without regular and consistent attendance, the student misses vital instruction in regard to subject matter, introduction, concept formation and sequential learning which can cause students to fall behind in their understanding and comprehension. Students attending an administratively recognized school function will be considered present for attendance purposes.

Absences must fall under the following to be excused. Illness or medical care (medical evidence may be required for absences exceeding (5) consecutive days)

- Medical/Other Appointments (**must provide documentation from the medical or service provider**)
- Legal Affairs
- Death/Bereavement in the immediate family (immediate family -include program/obituary)
- Religious holiday (must fill out religious holiday request form)
- School sponsored-field trips
- Pre-arranged absences for **educational purposes** (must complete a pre-arranged form and/or provide documentation to support the absence)

Make-Up Work

Students who have an excused absence shall have the privilege of making up work. The extent and nature of the absence will determine the length of time within which work may be completed. Customarily, the student has a period of time equal to the number of days absent. The teacher will offer every reasonable support and understanding to the student regarding make-up work. In all matters of make-up work, the teacher has discretionary power to extend the schedule beyond the usual time frame.

It is the student's responsibility to obtain and complete all make-up work. For absences of three or more days, students may contact the teacher to request particular assignments missed during the absence. Students can always check their Canvas assignment page on their Chromebook for assignment as well. On the first day of the student's return to school, it is the student's responsibility to confirm the make-up work with each teacher. Failure to make up work within the allotted time frame may result in a failing grade.

Documenting Absences

Absences should be documented through the FOCUS Parent Portal the day the student returns to school. Documentation must include the date(s) missed and the legally accepted reason for the absence.

Unexcused Absences

An unexcused absence is any absence which has not been properly documented and administratively approved. Absences exceeding five consecutive days or totaling ten per grading period may require additional documentation from medical or legal sources. Family trips/vacations are not generally excused unless there is substantial educational gain and if the absences are pre-approved by the administration.

Appeals

Students who have unexcused absences that result in loss of privileges may appeal. Students are to contact the Attendance Office to request an appeal. Interventions for attendance issues are (but not limited to) Attendance Contracts, Student Conferences, Parent Conferences, detentions, OFI and Saturday School(s). Parents are encouraged to monitor attendance using Leon FOCUS and the Leon County Schools auto-dialer. Attendance warnings will also be sent home each grading period through the FOCUS Portal. Students with Attendance issues that have not been forgiven will not be able to acquire a parking pass or an off-campus pass.