

AMOS P. GODBY HIGH SCHOOL

Attendance Policies and Procedures

Regular school attendance is a key component of academic success and for graduating from high school on time. Therefore, students are required by law to attend all classes unless excused by school officials. For each absence, it is the responsibility of the parent/guardian to provide written documentation to the Attendance Office. Failure to do so may result in the student receiving an attendance failure grade (F) for a course(s).

Excused absences (Appropriate documentation required.)

- Illness and/or medical care. (Parent or guardian must provide a note for up to 3 consecutive days out of school. After three consecutive days of illness, a medical note must be provided.)
- Death in the family.
- Legal reasons.
- Religious holidays. (A "Religious Holiday Exemption Request" form must be completed)
- School sponsored field trips and approved school activities.
- Pre-arranged absences.
- Other insurmountable circumstance pending administrative approval (i.e. power outage, flooding, etc.).

Unexcused absences

- Reporting to class more than 10 minutes late.
- Failure to sign in/out for appointments, illness, etc.
- Leaving class without permission
- Skipping (absent from class without an excuse). This includes senior "skip day" in which case **only medical documentation** will excuse the absence.

Tardy/Late Policy

- A student is **tardy** if he/she arrives unexcused up to ten minutes after the start time of class.
- A student is **late** if he/she arrives unexcused more than ten minutes after the start time of class.
- Excessive tardies and "lates" will cause a student to fail a course. The fourth and every subsequent tardy after that is recorded as **late**. A **late** is an **unexcused absence**.
- Tardy Policy:
 - **First tardy** Verbal or written warning
 - **Second tardy** Lunch or after school detention with the teacher; parent contact
 - **Third tardy** Referral to Student Services
 - **Fourth or subsequent tardy** Recorded as a "Late" which is an unexcused absence; referral to Student Services

Arriving Late to School

- **If you arrive to school less than 10 minutes after the tardy bell**, you are to report directly to your first period class unless you have documentation to excuse your tardiness.
- **If you are more than 10 minutes late to school**, you are to report directly to the Attendance Office to sign in regardless of the reason.

Documentation for Excused Absences

It is the parent's responsibility to send written documentation to the school regarding the reason for a student's absence. This documentation is expected upon the student's return to school, but **should be no more than 5 days after the absence**. Notes from parents or guardians will excuse most short term absences (1-3 days) provided the notes include the student's full name, date of the absence(s), the time/periods (if appropriate), the parent's/guardian's signature, and a valid contact number. Absences longer than three days or ones that are the result of medical appointments should result in a "doctor's" note in order to be excused.

Pre-arranged absences

If a student is going to be absent for an "educationally valuable experience", the student and parent must complete and submit a "Pre-arranged Absence Form" one week in advance. This would include college visits or recruitment trips though they are expected to be scheduled when school is not in session.

Signing In/Out

Students are required to sign in/out through the Attendance Office when arriving at school after the 7:30 am (first tardy bell), leaving school campus before the 1:50 pm (dismissal bell), or missing a class for appointments or emergencies. Parent permission is required prior to signing out. Documentation must be submitted to the attendance office the next day, if not previously submitted.

Failure to sign in after the 7:30 am bell, or before the 1:50 pm dismissal bell will result in being marked unexcused tardy/absence and will not be changed. This may also result in an unexcused absence and possibly a referral for skipping.

The Impact of Excessive Absences

- **For each class in which the student has four or more unexcused absences, an “F” will be assigned.**
- Makeup work cannot be accepted until the absence is excused.
- Loss of off-campus lunch privileges.
- Loss of Driving Privileges: Students between the ages of 14 and 18 who accumulate 15 unexcused absences within 90 calendar days and who are unable to clear them with the attendance office, will become ineligible for driving privileges.
- Truancy proceedings will be initiated.

Attendance Conferences

In order to appeal an unexcused absence(s) or an attendance failure, the student and parent must request an attendance appeal conference by completing and submitting an “Attendance Appeal Application” which is available in the Attendance Office. **Attendance appeals must be scheduled by parents within 2 weeks of report card distribution.** The attendance committee will consist of one administrator and two teachers, and the parent and the student must be present for the attendance conference. It is the parent’s responsibility to provide written documentation from a doctor or recognized agency, legal proceeding or other relevant information. This documentation may be attached to the application and may be submitted in lieu of the conference provided all absences are included. If the appeal is pending after the conference is completed, you will have 10 working days to submit the required documentation.

Nondiscrimination Notification and Contact Information

“No person shall on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, color, pregnancy or disability be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Dr. Kathleen L. Rodgers * Equity Coordinator and Title IX Compliance Officer * Leon County School District
2757 West Pensacola Street * Tallahassee, Florida 32304 * (850) 487-7306 * rodgersk@leonschools.net

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

Dr. Alan Cox * 504 Specialist * Leon County School District *
2757 West Pensacola Street * Tallahassee, Florida 32304 * (850) 487-7190 * coxa@leonschools.net

