

ABSENCE AND TARDY POLICY

The intent of the *Absence and Tardy Policy* is not to cause hardships on students/parents, but to benefit students. The classroom discussions and interactions missed cannot be made up and will be detrimental to the student.

Regular attendance is required for all students. Regular attendance is defined by the laws of the State of Florida as the actual attendance of a pupil in the class or on an educational trip that constitutes part of the school-approved instructional program.

Parents are responsible for the child's school attendance; and whenever their child is absent or tardy, they must provide a signed note or explaining the cause of the absence. Any absence that is not followed with a note or email will automatically be counted as unexcused.

Please make every effort to be punctual! Tardiness interrupts and distracts classes already in session. It is so difficult for students to remain focused on academic instruction when someone enters the classroom, tardy. In addition to modeling personal responsibility and respect for others by being on time, you should be aware that academic instruction begins promptly. Please be respectful of the amount of time your child needs to come into the classroom, use the restroom, and unpack his/her belongings. Just in the same way that adults need to get to work on time to be successful, so do children. School is their work! No one wants to start their day hurried and rushed.

CLASS ARRIVAL TIME

- Upper Elementary Students (3rd- 5th) Arrival time is 7:30. Marked tardy at 7:40.
- Lower Elementary Students (K-2nd) Arrival time is 7:50. Marked tardy at 8:00.
- Primary Students- Arrival time is between 8:00 and 8:15
- Pre-Primary Students- Arrival time is between 8:00 and 8:30.

EXCUSED TARDIES

Excused tardies include: medical appointments, religious observations, motor vehicle accidents, court appearances, legitimate causes, and weather conditions that cause school to be cancelled. If there is a major road construction that affects the majority of the student body, students will not be counted as tardy.

Missed work due to excused tardy: Work will be sent home if there is not time to complete work during the school day. It is expected to be returned the next day. Upper Elementary students who chose not to complete the work will receive a grade of 0.

UNEXCUSED TARDIES

Unexcused tardies include: any reason not listed above.

Missed work due to unexcused tardy: Students will do missed work during recess time. If not completed during recess, work will go home. It is expected to be returned the next day.

Upper elementary students will receive a grade of 0, if work is not returned the next day.

EXCUSED ABSENCES

Excused absences include: illness, doctor visits, dentist appointments, religious observations, court appearances, and legitimate causes.

Missed work due to excused absence: Students will have as many days of absence to complete work. For example, if a student has missed school due to illness on Monday and Tuesday, he/she will have two days to complete the work. The missed work will be due on Friday morning. If a student has missed a test, he/she will take the test on the day the student returns to school. For Upper Elementary students, missed work that is not turned in or not turned in on time, will receive a grade of 0.

UNEXCUSED ABSENCES

Unexcused absence includes: vacation time in excess of five days, failure to notify school of an absence, any reason not listed above. An absence which may occur with permission of a parent, but not acceptable to school personnel as a justifiable reason to be absent from school is unexcused. Suspensions will be classified as unexcused absence. Students will be expected to make up the missed work.

Missed work due to unexcused absence: Students will be expected to complete all missed work. For Upper Elementary students, missed work that is not turned in or not turned in on time, will receive a grade of 0.

ADDITIONAL INFORMATION

Students who are absent or tardy for an excessive amount of time may be in jeopardy of failing grades which could result in retention.

Students who are absent or tardy for an excessive amount of time without proper documentation (Dr. note, etc...) may be in jeopardy of being able to enroll the following year.

Parent Signature: _____