

Types of Absences

For purposes of gathering statistical data, all absences will be recorded in the school office as excused, unexcused, or absence due to an out-of-school suspension. However, in the classroom, no distinction in the type of absence is necessary until notification is provided from the attendance office.

- A. Excused Absence - An absence will be recorded as excused for the following reasons:
- (1) Illness of student.
 - (2) Serious illness or death in student's immediate family, including significant other.
 - (3) Students excluded from school for head lice or nits will be allowed up to three (3) school days to remove the lice or nits. After three (3) school days for a single occurrence, the absences will be considered unexcused unless the principal or designee extends the excused classification for special circumstances. Continued re-infestation will be referred to the Director of Student Services and the Supervisor of Health Services and may result in a referral to the Student Assistance Team as a pattern of non-attendance. (*See Excessive Excused or Chronic Absences.*)
 - (4) Doctor or dental appointments. Parents are encouraged to schedule appointments after school hours.
 - (5) Health issues as they relate to pregnant teens, teenage mothers and/or their children. Appointments after school are encouraged.
 - (6) Legal matters.
 - (7) Religious holidays/training of the student's specific faith or religious instruction. Students shall be excused from any examination, study, or work assignment for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time.
 - (8) Special honors and/or awards.
 - (9) Absence is with knowledge and consent of the Principal.

Note: Trips with parents are considered unexcused unless they have the principal's permission three (3) school days in advance. Principal permission may be dependent on an individual student's attendance record and academic standing.

Note: School-sponsored trips, extracurricular activities, assemblies, and internal suspensions are not considered absences. Students are allowed to make up work in the same manner as an excused absence.

- B. Unexcused Absence - A student's absence will be recorded as unexcused for the following reasons:
- (1) Absent from school or class without the knowledge and permission of his/her parents or guardian or school authorities.
 - (2) At the secondary level, nine (9) absences (excused or unexcused) per semester [five (5) in the extended period or block class] are tolerated. The tenth (10th) absence [or sixth (6th) in the extended period or block class] is considered excessive and will be counted as unexcused unless official documentation is provided.
- C. Absence Due to Out-of-School Suspension – Absence due to an out-of-school suspension will be recorded in a category separate from excused or unexcused. They will count toward the 9 days that are tolerated.
- D. Absences Due to Incomplete State Immunization Requirement or Health Examination Requirement - Charlotte County Public Schools, in accordance with Florida Statute 1003.22, allows homeless students and new students a 30 school day grace period to get their mandatory physical, immunizations or certificate of waiver for said

requirements. Failure to provide documentation within the 30 school day grace period will result in the student being excluded from school beginning on school day 31. All school days missed after the 30 school day grace period will be recorded as unexcused absences and the student's absences will be subject to Florida's truancy laws.

Florida Statute 1003.22, 1003.23, 1003.24

Make-Up Work/Homework: Guidelines and Responsibilities

Definitions for the purposes of this document:

<i>Make-up work:</i>	<i>work, assignments, tests, etc., done in class that a student has missed due to absence.</i>
<i>Homework:</i>	<i>work assigned for a student to complete outside of class time.</i>
<i>Long Term Assignment:</i>	<i>assigned projects where the student is given seven (7) or more calendar days to complete.</i>

While make-up work will be provided for all students as outlined below, no activities or assignments can replace the learning that occurs in the classroom when the student is present.

- A. It is the responsibility of the student/parent to request all make-up work.
- B. Elementary students will be permitted to make up work regardless of the status of the absence. Two (2) days for each day of absence shall be given to complete all class make-up work.
- C. At the secondary level, nine (9) absences (excused or unexcused) per semester [five (5) in the extended period or block class] are tolerated. Work may be made up as follows:
 - (1) A student is eligible to make up class work due to absence without academic penalty.
 - (2) Two (2) days for each day of eligible absence (nine (9) days per semester/five (5) days in the extended or block period per nine (9) weeks) shall be given to complete all class make-up work. Long-term projects assigned prior to the absence shall be due on the date the student returns to class. Exceptions may be made with proper documentation. Exams, tests, or quizzes shall be rescheduled at the discretion of the teacher.
 - (3) Make-up work for absences due to the first out-of-school suspension of the school year may be requested if the suspension is not a zero tolerance violation. Homework will be made available upon request by the student/parent within twenty-four (24) hours of the suspension and will be subject to the normal homework policy. Make-up work privileges shall not exist for subsequent out-of-school suspensions except for exams (or equivalent).
 - (4) A student is permitted to make up a semester exam (or equivalent) regardless of the type of absence or number of suspensions. The date for the make-up exam will be determined by the principal (or designee).
 - (5) All state mandated testing will be made up according to the Florida Department of Education's published state assessment testing windows and state testing rules.

Dual Enrollment

Students participating in dual credit classes will follow standard make-up guidelines set forth by the college instructor.

Florida Statute 1003.24

Required Documentation for Make-Up Work for Absences Beyond Nine Days

At the secondary level, nine (9) absences (excused or unexcused) per semester [five (5) in the extended period or block class*] are tolerated. The tenth (10th) absence [or sixth (6th) in the extended period or block class] is considered excessive and will automatically be counted as unexcused unless they are in one of the following categories and are accompanied by documentation. Absences due to suspensions count toward the tolerated absences. All documentation is due at the school no later than 2 days after the absence. Any hardships with obtaining documentation will be referred to the principal.

- A. Illness of student.
*Documentation - Doctor's note or proof of hospitalization
- B. Serious illness or death in student's immediate family, including significant other.
*Documentation – Doctor's note, obituary notice, death certificate, etc.
- C. Students excluded from school for head lice or nits.
*Documentation - Note from school nurse
- D. Doctor or dental appointments. Parents are encouraged to schedule appointments after school hours.
*Documentation - Appointment card from the doctor or dentist
- E. Health issues as they relate to pregnant teens, teenage mothers and/or their children.
*Documentation: Note from doctor
- F. Legal matters.
*Documentation - Subpoenas, letter from a judge/attorney, copies of documents
- G. Religious holidays/training of the student's specific faith or religious instruction. Students shall be excused from any examination, study, or work assignment for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time.
*Documentation – Proof of legitimacy of holiday
- H. Special honors and/or awards.
*Documentation - Letter citing the invitation

Florida Statute 1003.24

Absences in Extended-Period Classes

A total of five (5) absences per nine weeks is tolerated for extended period or block classes (e.g., 90-minute period)*.

Florida Statute 1003.24

***NOTE:** Nine (9) weeks of a block class is equivalent to one semester.

***NOTE:** Additional Attendance Guidelines: Consistent attendance is essential to the continuity of learning. See the *Student Progression Plan* for more information.

- A. Middle School and High School
For the purposes of receiving credit, a transfer student will not have absences from the previous school counted against him/her. See the *Student Progression Plan* for further explanation of receiving credit.
- B. Elementary School
Poor attendance at the elementary level could be a factor in retention/promotion.

Florida Statute 1003.436