



THE COLLEGIATE SCHOOL

FLORIDA STATE UNIVERSITY PANAMA CITY

Attendance and Tardy Procedures

Introduction

The Collegiate School Attendance Procedure has been written to comply with the prescribed regulations of Florida state law. Attendance is one of the primary determinants of how a student performs in school. Although a student may be allowed to make up work missed because of an excused absence, the loss of experience gained through interaction with other students and the teacher cannot be replaced.

Section 1003.24, F. S., states that each parent of a child within the compulsory attendance age is responsible for the child's school attendance as required by law. The following circumstances are allowable absences from school:

Attendance Procedures

Section 1003.23, F. S., requires that the attendance or absence of students must be checked daily during the 180-day school year and its associated summer school. School administration is responsible for implementing the following steps to enforce regular school attendance:

1. Teachers will keep accurate records of student attendance.
 - a. Students are to be marked absent if they are not present after 8:05 a.m. each school day or at the start of the class period.
 - b. Any student arriving at school after 8:05 a.m. must sign in at the front office.
2. Parents or guardians must report a student's absence before 10:00 a.m. **each** day the child is not present in school.
 - a. If the child is absent for a prolonged illness (more than 3 days) and a physician's note is provided, attendance does not need to be reported daily.
 - b. Absences that are not reported will be **considered unexcused**.
3. The school will track excused and unexcused absences. Any absences for which the reason is unknown will be considered unexcused.
4. The school will refer specific students to the Student Success Team to determine if a pattern of non-attendance is developing and, if necessary, to meet with the parent and student. The Student Success Team is required to implement interventions to resolve the problem. See chart below.

School Attendance- General Rules

1. When a student is continually sick and repeatedly absent from school, they must be under the supervision of a doctor to receive an excuse. A doctor's written statement must confirm that the student's condition requires absence for more than three (3) days.
2. TCS (The Collegiate School) Students are expected to be in attendance 180 days each school year.
3. TCS students must be in attendance at least 85% of the days in which they are enrolled per semester or school year. Students not attending for at least 85% of the days in which they are enrolled per semester or school year may not be eligible for promotion at the end of the school year.
4. The school day is from 8:00 a.m. – 3:30 p.m. Students who arrive at school after 8:05 a.m. are considered tardy.

Excused Absence

School administration will determine if an absence is excused on the following criteria:

1. Illness of student.
2. Major illness of an immediate family member.
3. Medical appointments of the student (A doctor's note may be required).
4. Death in the family.
5. Religious holidays of the student's own faith (pre-approved by school administration).
6. Subpoena or forced absence by any law enforcement agency to fulfill civic duties (a copy of the subpoena or court summons is required).
7. Special events, (examples of special events include important public functions), conferences, athletic or academic competitions, other state/national competitions, as well as exceptional cases of family need may be approved in advance by the school. Requests should be submitted in writing at least five (5) days prior.
8. A major disaster that would justify absence.
9. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (s.1003.22, F. S.). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworms, impetigo, and scabies.
10. Other planned absences must be approved in advance by the school administration.

Students with an excused absence will be permitted up to two (2) days per excused absence to make-up any missed assignments or assessments.

Tardies

A tardy is the arrival of any student to school after 8:05 a.m. All tardy arrivals will be noted on the students' report cards as days "tardy." Students will scan their Focus ID when arriving late to school, early departures, and upon returning to school after an early departure.

In accordance with section 1003.02, F.S., the school attendance official will record an unexcused absence for every six (6) accumulated unexcused tardies and/or early departures. The school attendance official shall refer any student who accumulates six (6) unexcused tardies and/or early departures in a nine-week period to administration.

Early Departures

In accordance with section 1003.02, F.S., every six (6) early departures and/or unexcused tardies will be recorded as an unexcused absence by the school attendance official. These unexcused absences will be counted toward the total number of unexcused absences allowed each student per these attendance procedures.

Habitual Truant

Section 1003.01, F. S., defines "habitual truant" as "a student who has at least 15 unexcused absences within 90 calendar days."

Section 1003.26, F. S., defines "a pattern of nonattendance" as "5 unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period."

Interventions will be implemented for those students who accumulate unexcused absences, as per the discipline matrix. Habitual truants and those exhibiting a pattern of nonattendance shall be referred to the Student Success Team as described in "Attendance Procedures" below. Excessive unexcused absences may result in withdrawal from The Collegiate School.

Unexcused Absences	Time Period	Action
3	1 calendar month	Warning Letter
5	1 calendar month	Warning Letter and Student Success Team Meeting with Interventions
10	90 days	Notice to Superintendent, Warning of Withdrawal
15	90 days	Withdrawal from TCS Filing of a truancy petition pursuant to F.S. 984.151.