

RONALD REAGAN/DORAL SENIOR HIGH SCHOOL

ATTENDANCE POLICY AND PROCEDURES

ALL DOCUMENTATION REGARDING ATTENDANCE MUST BE RETAINED BY THE STUDENT UNTIL THE END OF THE SCHOOL YEAR IN THE EVENT THAT A “NO CREDIT” (NC) IS ISSUED.

ABSENCES

A student accumulating ten (10) or more class unexcused absences in an annual course or five (5) or more class unexcused absences in a designated semester course will have quarterly, semester and final grade(s) withheld. Unexcused absences do not require that the teacher provide make-up work for the student.

Absences are excused in accordance with School Board Rule 6Gx13-5A-1.041, Student Attendance – Specific Responsibilities. Please be advised that notes to excuse an absence must be submitted to the Attendance Clerk in the main office within 3 days of the student’s return to school. The hours to excuse an absence are during the student’s scheduled lunch time and from 2:20 p.m. to 2:40 p.m.

In addition, parent notes will be accepted as an excuse for the first five (5) absences during each grading period and/or 12 TOTAL absences for the school year. After the student’s fifth absence in each grading period and/or 12 total absences in the school year, the school will only accept official documentation (i.e. court document, medical note, etc.). Medical procedures that require students to travel must be done when school is out of session.

School Board Policy 5200: Students are to be counted in attendance ONLY if they are actually present for at least 2 hours of the day or engaged in a school-approved educational activity.

TARDINESS TO SCHOOL

The school’s policy regarding tardiness as it is listed in the Progressive Discipline Plan:

Offense Number (per 9 weeks)	Outcome
1 st , 2 nd , & 3 rd	Warning/Report to designated area
4 th & 5 th	Detention
6 th & 7 th	1 Day SCSI
8 th & 9 th	2 Days SCSI
10 th & Above	Additional Consequences

Tardiness to school can ONLY be excused by the parent or guardian of the student for the first five (5) times during a grading period. After the fifth excused tardy, the school will only accept official documentation from a medical provider. A student that is excessively tardy to school may have his/her credit withheld from the classes that the student does not attend regularly.

EARLY SIGN-OUTS (CANNOT BE DONE WITHIN LAST 30 MINUTES OF SCHOOL)

If a student is signed out early from school, it is the responsibility of the student to provide documentation to the teachers of the classes that he/she did not attend. Appropriate documentation (i.e. doctor’s note) should be shown to the teachers of classes that were missed in order to excuse the absence and receive make up work. A student that excessively signs out early from school may have his/her credit withheld from the classes that the student does not attend regularly as the absences from the classes missed will be excused or unexcused in accordance with School Board Rule 6Gx13-5A-1.041.

Students who have a total of six (6) days of suspension and/or 10 or more absences and/or 20 or more days tardy and/or 10 or more days being signed out early will not be allowed to participate in extra-curricular activities.