

# **Wesley Chapel High School**

## **Attendance Procedures**

### **HOW CAN I GET MY ABSENCE EXCUSED?**

- A Parent/Guardian must notify the school through our website to report an absence and justify the absence within 3 days of your return to school.
- A signed note may be submitted to the student services office.
- Upon review of your note, student services will make the change from unexcused to excused in your attendance records.
- Failure to submit proper documentation within 3 days will cause the absence to be recorded as “unexcused”.

### **ACCEPTABLE REASONS FOR AN ABSENCE**

1. Illness of student
2. Major illness in the immediate family of the student (immediate family is defined as parents, brothers, sisters, grandparents, aunts’ uncles, legal guardians or persons in loco parentis, or a member of one’s own household).
3. Death in the immediate family of the student
4. Religious holiday of the student’s faith
5. Religious instruction (Bar/Bat Mitzvah, Confirmation, etc....).
6. Religious institutes, conferences, or workshops (with prior administrative approval).
7. Absences for trips or other parental requests that are determined to be educationally relevant for the student by the principal (with prior administrative approval)
8. Out of school suspension
9. Subpoena or forced absence by any law enforcement agency. A copy must be submitted to the school.
10. School-related absences are not counted period by period at the secondary level.
11. Attendance will be counted period by period at the secondary level.
12. If a student’s parent/guardian is active in the military they will be granted additional absences if parent/guardian is called to duty, is on leave from or has immediately returned from deployment at the discretion of the superintendent or designee.

**After 3 unexcused absences, Parents/Guardians will be contacted to determine reasons for absence.**

## **Tardies/Late/Early Checkouts**

A student shall be considered tardy when he or she arrives at school after the beginning of the official day or is not in the assigned class at the official beginning of a class period. A parent/guardian shall notify the school as to the reason for the tardiness. A late arrival by a student must be documented as part of the daily attendance procedure and must be coded in TERMS.

Tardies and/or early checkouts will be excused with the permission of the parent/guardian and the school principal. The legitimacy of a cause for being tardy or checked out early shall be determined by the building principal or designee based on the following criteria:

- Whether the reason for being tardy is equivalent in importance to the student's need to be in attendance
- The needs of the student and the student's family
- The number of days tardy accumulated by the student
- Other justifiable rational

### **Suggested Definitions for Excused or Unexcused Tardies/Checkouts**

An excused tardy is given when a student is late for school/class due to

- Sickness or injury
- Death in the family
- Automobile accident
- Medical or dental appointments with a note from the doctor
- Court date
- School sponsored activities, or
- Other reasons approved by the school principal.

All the reasons above would be applicable for an excused checkout except the student being late for school/class due to sickness or injury. An unexcused tardy is given as determined by the school principal or when a student is late for school/class due to, but not limited to

- Oversleeping
- Missing the school bus
- Shopping trips
- Pleasure trips, or
- An excessive number of tardies due to illness without a doctor's verification that the medical condition justifies the student's tardiness.

An unexcused checkout will be given if the student is being released to avoid traffic congestion, going to work (not otherwise approved, i.e., on-the-job-training), shopping trips, pleasure trips, or other reasons not approved of by the principal.