

## **Gulf Breeze High School Attendance Policies**

### **ARRIVING/LEAVING SCHOOL DURING SCHOOL DAY (9:10-3:24)**

Once a student arrives on school grounds, he/she may not leave campus during the school day without signing out through Student Services. Students arriving after 9:20 or leaving school during the school day must have permission verified by a parent or legal guardian and **must check in and out through Student Services**. Without exception, students must sign in when arriving after 9:20 and sign out before leaving campus. Failure to do so will result in disciplinary consequences. Students will not be permitted to leave school with persons whose identity has not been satisfactorily established and/or whose authority to check out the student has not been verified by the demographics screen and/or student Health Cards. **If a student misses more than half of class, he/she will be considered absent from that class.**

### **STUDENT ABSENCES**

A written note or \*email from parent is required within 3 days to excuse all absences. The information should include why the student was absent and include a contact number. It is the responsibility of the student to ensure that notes are turned in to Student Services within three (3) school days of the absence. Failure of proper notification within three (3) school days of the absence shall result in an unexcused absence and a zero for work missed. \*(There is a link on the GBHS webpage for the attendance clerk).

It is the responsibility of the student to check that absences in Parent/Student Portal are properly recorded and report any errors within two weeks so that the mistake can be rectified.

**If a student accumulates 10 absences (excused or unexcused) in a semester, the GBHS administration will require written documentation for any subsequent absences to be excused. i.e., doctor's or dentist's note, court summons, etc. A parent note will not be accepted after 10 absences in a semester.**

### **EXCUSED ABSENCES**

Excused absences shall be granted in accordance with the **Santa Rosa County Code of Student Conduct** and shall include but not be limited to 1) personal illness, 2) medical or dental appointments, or 3) prearranged absences approved by Student Services. It is the responsibility of each student's parents/guardians to notify the school of his/her child's absence. Gulf Breeze High School accepts excuses by written note or e-mail with a student name, parent name and daytime phone number provided for verification and reason for the absence. Parents/guardians should email the same day to excuse the absence if possible. If no reason is received the day of the absence, a computerized call-out service will notify the parents/guardians of the absence(s) of each student. Failure to submit proper notification **within 3 days** of the absence will result in an unexcused absence, and no make-up work will be allowed for any assignments missed or tests taken that day. Students absent from school will be responsible for all work and assignments missed during any absence and for making arrangements with teachers to make up work within **3 days** after returning to school.

**SCHOOL-SPONSORED ACTIVITIES** (absences that are recorded as Code 2) will not count as absences; however, students must make up all work missed.

- Be in class for half of class to receive credit.
- Complete all work assigned during the absence unless given an extension by the teacher.
- Turn in all assignments **given prior** to a **pre-arranged** absence the **first day of return** to school unless given an extension by the teacher.
- Make up any tests or other assignments announced prior to a **pre-arranged** absence the first day back to school or at the teacher's discretion.

### **UNEXCUSED ABSENCES**

Unexcused absences include 1) absences without notification from parents within 3 days of the absence and 2) skipping school or class. An unexcused absence shall be defined as, but not be limited to, any absence accrued as a result of truancy, pleasure trips not pre-arranged (such as vacations and shopping trips), and other avoidable absences not prearranged by the student and parent. Any student with an unexcused absence in a class shall **not** be allowed to make up school work missed during the unexcused period and shall be given zeroes (0's) for missed work.

### **HABITUAL TRUANCY DEFINITION**

A student who accumulates 15 or more unexcused absences within a 90-day calendar period with or without the knowledge or justifiable consent of the student's parent or guardian shall be considered a habitual truant.

### **TRUANCY PROCEDURES**

If a student accumulates **5** unexcused absences within a **30**-day calendar period or **10** within a **90**-day calendar period, the principal or his designee shall refer the case to the school's Multi-Tiered Support System (MTSS) Team to determine if early patterns of truancy are developing. The parent or guardian may be invited to meet with the team and shall be informed of the requirements of compulsive attendance laws, the Truancy Pick-up programs, and the Department of Motor Vehicle sanctions. At this point, if the truancy problem continues, the student may be referred to Santa Rosa County Truancy Court.

### **TRUANCY**

Any student believed to be of compulsory school age (6-18 years) and who does not appear to be under adult supervision may be stopped, interviewed, and picked up by law enforcement officers. Skipping school or classes and leaving campus without permission are all forms of truancy. Failure to attend lunch, pep rallies or other special assemblies will also be considered the same as skipping class. Truancy is an unexcused absence and is considered a serious offense.

### **DEPARTMENT OF MOTOR VEHICLE SANCTIONS**

A student who is **14** years of age but less than **18** years of age and who has accumulated **15** unexcused absences within a **90**-day calendar period may have his or her motor vehicle operator's license suspended. A student wishing to request a hardship hearing must notify the appropriate school officials within **15** days of *notice of intent to suspend license* issued by the Department of Highway Safety and Motor Vehicles.