

Attendance

Excused absences are usually those in line with the District's R&R handbook (See district website, www.escambia.k12.fl.us) and those which have the approval of the parents/guardians and principal/assistant principal prior to the absence, where possible. Missed work shall be made up, as determined by the teacher and the principal, for all excused absences. Generally, these absences are those which may be caused by the following: sickness or injury of the pupil, serious illness, death in the immediate family, or quarantine; attendance at approved activities in another area of the school; attendance for religious instruction or a religious holiday; other absences which the principal deems excusable due to unusual circumstances. The School's Social Worker will visit students whose absences are excessive and will offer assistance if needed. Absences should be monitored closely. Ultimately, it is the parent/guardian who is responsible for getting the student to school or advising by 8:45 a.m., when at all possible, of an absence for the day. **No absence for vacation will be excused. Parents may view district calendar on the website and plan vacations to not conflict with school days.**

Athletes, cheerleaders, band members, cadets, etc. should be in attendance at school by the beginning of 4th period in order for them to practice and/or play that day.

School Messenger is a district-wide telephone service that will call home each day regarding each student's absence for that particular day, regardless whether the absence is excused or unexcused. A student who has missed too many days or who has been excessively tardy to school or classes will not be excused to go on any field trip.

College Days

College Days are included in excused absences. It is the parent's responsibility to monitor the student's absences. Parents and students are reminded that at the high school level, students who have six (6) or more absences in a class the first semester and six (6) or more the second semester shall be required to pass the semester exam to earn credit in the course. For course period 4, it is two (2) per nine weeks. For course mastery the State of Florida views all absences the same, whether excused or unexcused.

Parents may opt to use days for college visits for their student(s). These absences count as excused absences within the number prior to doctor's excuse required. Excessive absences, whether excused or unexcused, may negatively impact semester averages and/or course credit.

Check Outs

1. Parents should call ext. 234 for any student to be permitted to check out. Please understand that written notes alone are not acceptable due to the liability involved.
2. If for a medical appointment, the call should be placed as soon as the parent makes the appointment. This notification should be a month, a week, or days ahead. It is rare that medical appointments can be obtained on the same day as the need to see the doctor. Understandably, after an athletic event in which a student athlete is injured, the student sometimes is requested by the trainer or the emergency room personnel to go for follow up the next day.
3. If there is a pre-existing condition which might cause the student to need to check out during the day, the parent should call ext. 234 and speak to attendance as soon as possible. Please remember that only an adult who is on the medical emergency card can pick the student up from school. A student will not be excused to drive another student home.
4. If a student is sent to the health tech or nurse in the clinic, the student must have a pass from a teacher or administration. The health tech and the nurse have been instructed not to let students call home or make any other calls from their phones. If there is a medical need, the health tech or nurse will make the call and speak with the parent. In addition all of the teachers' planning area phones are in restricted areas and students should not be able to access these areas. This restricted access helps to insure confidentiality for student records found in these areas and to give the teachers an area to house personal items.
5. Injuries at school are handled immediately, the parents are contacted ASAP, and proper documentation of an Accident Report form is sent electronically to the district. No injuries can be submitted on an Accident Report to the district, if the injury was not reported and/or verified by school personnel at the time of the alleged injury. This includes off-campus injuries resulting from a school- related activity.
6. Please remember that all absences count per period of instruction; therefore, checkouts count per period. On the 11th absence, the student must furnish a doctor's note. Without a doctor's note, the absence is unexcused. The individual teachers must check with attendance after a student misses his/her class for the 11th or more times to see if there is a doctor's note on file.
7. Excuses cannot be applied after the time limit has expired. See the district's Student's Rights and Responsibilities handbook.
8. Check outs should not be requested during lunch period, for it is difficult to locate students within the lunch process.
9. No student is processed after the beginning of 6th period for checkout.

