

SCHOOL ATTENDANCE POLICY

ABSENCES FROM SCHOOL

ABSENCES 1 through 5:

- Student must bring a note within 48 hours of an absence (2 days)

REASONS FOR EXCUSED ABSENCES:

- 1. Illness of self**
- 2. Death in the family**
- 3. Immigration or Court Appearance**
- 4. Medical Appointment/Hospitalization**
- 5. Religious Observance**
- 6. School Sponsored Events**

REASONS FOR UNEXCUSED ABSENCES:

- 1. Absences due to illness of others**
- 2. Absences due to vacations, personal services, local non-school event, program or sporting activity**
- 3. Absences due to older students providing day care service for siblings**
- 4. Absences due to non-compliance with immunization requirements**

IMPORTANT: ANY STUDENT CAUGHT ATTEMPTING TO SUBMIT FORGED AND/OR FALSIFIED DOCUMENTATION WILL BE PLACED ON OUTDOOR SUSPENSION.

ABSENCES 6 through 10:

- Once a student reaches 6 absences total, a parent/guardian must personally come in to the attendance office to excuse the absence (up to 10) within 48 hours.

ABSENCES 11 and beyond:

- Once a student reaches 11 absences, OFFICIAL DOCUMENTATION MUST BE PROVIDED WITHIN 48 HOURS.

TARDY PROCEDURES (HOMEROOM)

Students are considered tardy if they are not in class by **7:25 a.m.** Students will report to the **old cafeteria** for processing from 7:26 a.m. to 8:00 a.m. **After 8:00 a.m.,** all students will report to the attendance office. **STUDENTS ARE NOT ALLOWED INTO CLASS WITHOUT A TARDY PASS!** The procedures will be as follows:

UNEXCUSED TARDY
7:26-8:00 (Report to the old Cafeteria)
After 8:00, Report to Attendance Office

# OF TARDIES	PROCEDURE
1 st	Warning
2 nd	Warning
3 rd	Detention/Parent Contact No Show = Sat. School 2 nd No Show = 2 days Indoor Suspension
4 th	Detention/Parent Contact No Show = Sat. School 2 nd No Show = 2 days Indoor Suspension
5 th – 9 th	Saturday School – Administrative / counselor intervention
10 th and above	Student must report to grade – level administrator

This process repeats each grading period. Work/Projects/Assignments missed due to an unexcused tardy will not be accepted.

EXCUSED TARDY

Excused tardies do not count towards the tardies listed above. Students with an excused tardy must report **directly to the attendance office**. Reasons for excused tardies are:

- Doctor's Appointment
- Court Appearance
- Car Accident
- Parent/Guardian accompanies student to the Attendance office

Proof/Documentation must be provided upon your arrival to school in order to obtain an Excused Tardy Pass.

Students with an **excused tardy (not a warning)** will be allowed to make up work missed due to the tardy.

DOCUMENTATION LIMITS

No documentation will be accepted after the end of the grading period in which the absence occurred. Thus, an absence in November cannot be excused in May! The absence must be corrected during the grading period in which it occurred. The only exception to this is if the absence occurs 3 days or less prior to the end of the grading period. If this happens, the student or parent has 1 week from the start of the grading period to correct the absence. **STUDENTS ARE REQUIRED TO KEEP ALL COPIES OF ADMITS AND TARDY PASSES. THE BURDEN OF PROOF (SHOULD THERE BE AN ISSUE) LIES UPON THE STUDENT, NOT THE TEACHER OR THE ATTENDANCE OFFICE.**

MAKE-UP WORK AFTER AN ABSENCE/TARDY

NO WORK/QUIZZES/TESTS/HOMEWORK/ETC. MAY BE MADE UP OR TURNED IN IF AN ABSENCE OR TARDY IS UNEXCUSED! ADDITIONALLY, IF A STUDENT IS ABSENT FROM SCHOOL, HE/SHE IS NOT ALLOWED ON CAMPUS DURING SCHOOL HOURS FOR ANY REASON UNLESS CLEARED BY AN ADMINISTRATOR.

PRE-ARRANGED ABSENCES

Coral Gables Senior High School recognizes that there are times when a family emergency calls for a student to miss several days of school. If a student must miss 5 or more days from school, it is recommended that he/she pick up a "PRE-ARRANGED ABSENCE" form from the attendance office. The reason for the absence must be PRE-APPROVED by the administrator in charge of attendance PRIOR TO YOUR LEAVING. The process for a pre-arranged absence is as follows:

1. The student goes to the attendance office to inform the administrator
2. If the reason is valid, the student is given the form signed by the administrator to take to the teachers to be signed
3. The student must return the signed form to the attendance office **PRIOR** to leaving, and if available, provide documentation in reference to the absence.
4. **Upon returning to school**, the student must come to the attendance office to get an admit to give to all teachers.
5. **WHEN APPLICABLE, STUDENTS MAY BE ASKED TO PROVIDE PROOF OF TRAVEL UPON THEIR RETURN.**

Pre-arranged absences are still absences, thus the same procedures for absences will apply to students who utilize the pre-arranged absence option. **FAMILY VACATIONS/REUNIONS, PLEASURE TRIPS, AND/OR ACTIVITIES ARE NOT EXCUSED.**

Parents are urged to review the school calendar ahead of time and plan family events accordingly. Pre-scheduled college/university orientations are excused. Students must bring proof of attendance. Personal visitations are not approved and must be conducted when school is not in session.

PRE-EXISTING MEDICAL CONDITION

Coral Gables Senior High recognizes that there are times when a pre-existing medical condition may cause a student to miss an excessive number of days from school. Should this be the case, the parent must provide (IN ADVANCE) all medical documentation to the assistant principal in charge of attendance. If the condition causes the student to miss an exceptional number of days from school, it is strongly recommended that alternative educational options be explored if the child meets the criteria. This is necessary to ensure that the student will receive the optimal educational experience that he/she deserves, and will not run the risk of having to repeat the class due to lack of contact hours.