

## **Attendance**

Regular and punctual attendance is vitally important to a student's success in school. Florida State Law requires regular school attendance, and it is the responsibility of the parent to ensure that their child attends and is on time to school daily. It is recognized that there are times when absences are Unavoidable.

Attendance is reported by period and a student must be in attendance daily for 200 minutes or 4 periods to be considered present.

### **When your child is absent from school:**

Parents/guardians need to provide a written explanation within 3 days of the absence. Parents/guardians are not required to call in to the school to report a student's absence. Parents may be asked to provide written documentation from a physician when excused absences for illness are Excessive.

The School Administrator has the authority, within guidelines of the law, to determine if the absence is excused.

Parents will be notified of excessive unexcused or unexplained absences. If a pattern of non-attendance develops, parents will be asked to conference with school staff and participate in efforts to remediate the situation. If unexcused absences continue, truancy procedures will be initiated. Students that accumulate 5 or more absences per month or 10 or more within a 90-day period may receive a district letter notifying the parent of the absences. Administrative meeting will be called to determine failure to follow the parent contract for attendance.

**Tardy:** Students must report to the office to obtain a pass. A parent note is required to excuse a late student due to illness, appointment, or urgent family matters

**Early Dismissal:** If students need to leave early, the parent or guardian must sign the student out at the front desk. Parents cannot call and ask for students to be dismissed prior to their arrival at the main office. No student can be signed out, during school hours, by anyone other than the registering parent or guardian, without a signed note, from the registering parent. The note is required even if the person requesting to sign out the student is on the student's emergency contact list. A parent note is required to excuse an early dismissal due to illness, appointment, or urgent family matter. SKY Academy has strict policies regarding excessive absences, tardiness, and early dismissals. It is in the best academic interest of the student to be in school daily and on time.