

## Attendance Policy

- Highlands Career Institute follows the SBHC calendar (at end of document). A full attendance policy will be given to and must be signed by each student and parent/guardian.
- Attendance is required EVERY PERIOD of the day at Highlands Career Institute. It is very important to be on time to class and attend class every day.
  - Any student not in class on time will be marked tardy. Habitual tardiness will result in a detention or further disciplinary action.
  - A student with 5 or more absences in a semester will be referred to the Student Attendance Review Committee and meet with an administrator. The administrator will follow SBHC attendance policy and state of Florida law in dealing with habitual tardiness and absenteeism.
  - Lack of student attendance may affect the student's enrollment in the academy, academic performance, and graduation status.
  - There are many serious consequences for a student with excessive absences.
- **Any student arriving late to school must sign in on the log located in the front office.**
  - This procedure applies to ALL students at Highlands Career Institute, even if you have vocational classes at the time of arrival.
- **Any student checking out of school must sign out on the log located in the front office.**
  - **No student should be contacting their parent/guardian by cell phone to ask them to check out of school.** All phone calls to check out of school should be made from the front office. If a student contacts a parent/guardian prior to reporting to the front office, then he/she will receive a detention.
  - Students may not be permitted to check out without parent/guardian permission in person after 2:30 pm.
  - Students may not be permitted to check out without parent/guardian permission in person on early release days or special event days.
  - This procedure applies to ALL students at Highlands Career Institute, even if you have vocational classes at the time of check out.
- All notes for excusing an absence or a tardy should be turned in to the front office upon student's return to school within 48 hours of the student's absence. Contacting a parent/guardian by phone will not excuse the student's absence or tardy from school. In order to excuse a student from school, the office must have a written note including the following information:
  - Student's name
  - Student's ID number
  - Date of absence (include the time for tardiness or checkouts)
  - Parent/guardian signature
- Students with college technical classes 1<sup>st</sup> period **MUST** sign in when they arrive to school before 8 am in the lunch room. If a student does not sign in then he/she will be marked absent for the day and a detention will be written.
- The SBHC recognizes an excused absence as one that results from the following reasons:
  - Personal illness of the student (Medical evidence may be required)
  - Court appearance of the student (Summons may be required)
  - Medical appointment of the student (Medical statement may be required)
  - Religious holiday
  - Death of the immediate family

- Approved school activity (Pre-arranged absence form required)
- Attendance at a center under Department of Children and Families Supervision
- Insurmountable problems (Pre-arranged absence form required)
- Absences for reasons not listed above (pre-arranged absence form required)
- Pre-arranged absence must be arranged prior to the student leaving campus on the day of the absence and can only be done using the pre-arranged absence form available in the front office. A phone call from a parent/guardian will not excuse a student from class at the academy to attend a school function during the school day.
- SFSC requires that students attend class on a daily basis. SFSC does not differentiate between excused and unexcused absences.
  - If a student misses more than 2 weeks (8 days) of their college vocational classes, then he/she may be removed from the class. Credit may be withheld and/or the student may earn a grade of an F for that class due to lack of attendance.
  - All students are required to attend 3 hours of vocational classes per day.
  - **A vocational teacher may not excuse a student from school.** All students must check out of school through Highlands Career Institute front office.
- Any time it is necessary for a student to be absent; it is the STUDENT'S RESPONSIBILITY TO MAKE UP WORK MISSED. The student is allowed to make up work only when the absence is excused. Make-work must be completed within the time frame of 1 day for each excused day of absence, or a grade of zero will be recorded and will become a part of the term average.
- **No late work will be accepted.**
- Any student who is not where they are scheduled to be will be considered truant and will be disciplined accordingly. No make-up work is allowed for such absences.
- Students under disciplinary suspension (OSS or ISS) cannot attend school activities during that period of suspension. Students in OSS may not make up work missed in their classes during the period of suspension.