

HAGERTY HIGH SCHOOL ATTENDANCE PROCEDURES

PHILOSOPHY

Regular attendance provides students with the opportunities necessary to meet course goals and objectives. Many integral activities, including class discussions, laboratory experiments, field trips, and guest speakers, cannot be simulated or replicated with bookwork! Therefore, with the goal of promoting student success, Seminole County Public Schools has adopted a uniform High School Attendance Policy. It is our intent to encourage honest, accurate, and consistent adherence to this policy by all our students, parents, teachers, and administrators.

COMPULSORY ATTENDANCE REQUIREMENT

Pursuant to Florida Statute 232.01, a high school student enrolled in Seminole County Public Schools who is under the age of 16 is required to attend school regularly during the entire term. Pursuant to Florida Statute 230.22(2), the School Board of Seminole County, Florida, has adopted a Compulsory Attendance Policy, File JEA, which states, "A student is expected to attend all school sessions unless excused by a proper school authority."

1. Tardiness: Students are expected to arrive at class on time. Each teacher is responsible for defining a tardy to his/her class and reporting student tardiness. For a mid-block class, a student is tardy up to and including 10 minutes after the start of class, for a full-block class, a student is tardy up to and including 15 minutes after the start of class; after that, the student is considered absent.
2. To receive credit for a class, the student may be absent no more than (9) unexcused days per semester. Parents will be notified by telephone of all absences and by mail on the fifth (5) and tenth (10) unexcused absences.
3. After an absence, the student must provide the school (**within 2 days of absence**), documentation indicating that one of the following has occurred to have the absence(s) excused:
 - a. personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding five (5) consecutive days,
 - b. law enforcement order or court subpoena,
 - c. death of a family member,
 - d. natural disaster,
 - e. traffic accident that directly involved the student, or
 - f. district approved religious holiday with prior written notice

Parent notes can be submitted to the attendance office either in person or via email to hhs_attendance@scps.k12.fl.us, however, the absence will not be considered excused unless it meets the criteria outlined above.

School-related activities (field trips) are considered days in attendance. Suspension for disciplinary reasons will not be considered an unexcused absence.

Juniors are allowed to take one (1) college visit day and seniors may take two (2) college visit days. Documentation in writing must be submitted to the attendance office prior to visiting to be considered excused.

4. Absence from class for any other reason other than those stated above shall be considered unexcused.

5. GUIDELINES FOR MAKE-UP WORK

Students are responsible for making arrangements with the teacher for make-up work.

- a. A student who is absent is required to make up all coursework missed, regardless of whether the absence is excused or unexcused. It is the student's responsibility to obtain assignments upon returning to class immediately following an absence. At a minimum, the student shall have no less than the number of calendar days, plus one, he/she was absent to complete and hand in make-up work for credit. Specific arrangements must be made with the student's teacher(s).
- b. Unless exempted from this requirement by the principal or his/her designee, in consultation with the teacher, assignments given by the teacher two or more weeks (ten school days) in advance of a student's absence will be due by the assigned date. An assignment turned in after the due date will be graded by the teacher. When the quantitative/qualitative grade has been determined by the teacher, it may be reduced by no more than one letter grade for every day the assignment was turned in late.
- c. The time and place for a make-up examination(s) shall be scheduled by the teacher(s).
- d. The teacher's decision on make-up schedules shall be final.

6. Loss of Credit – Students who accumulate more than **nine (9)** unexcused absences in a class during a semester will be denied credit in that class.

Loss of credit may interfere with the students' ability to graduate on time. In order to reinstate credit a student must complete make-up time (hour for hour) which will be held on designated Saturdays in Saturday School. Make-up time may not be done with individual teachers. If a student is serving time for disciplinary reasons, the Saturday School time cannot count towards make-up time.

MAKE-UP TIME RULES

*****STUDENTS WILL BE RESPONSIBLE FOR MONITORING THEIR OWN ATTENDANCE MAKE-UP TIME.**

- 1) All students participating in make-up time must present photo identification upon request. Failure to produce photo identification will result in dismissal from make-up time with no credit for time served. Please see the Media Center to replace a lost HHS ID card.
- 2) Students who arrive late will not be admitted.
- 3) Students can only make up 2 hours per Saturday. Students will sign in and state for which class and period they are making up time.
- 4) Electronic devices must be turned off and put away. Any exposure or use of an electronic device will result in dismissal from make-up time with no credit for time served.
- 5) The dress code is in effect during make-up time. Violations will result in dismissal from make-up time with no credit for time served.
- 6) No food or drink is permitted except bottled water.
- 7) Talking and other forms of communication are prohibited during make-up time. Violations will result in dismissal from make-up time with no credit for time served.
- 8) Students are not permitted to sleep, put their heads down, or lean on tables during make-up time. Students must remain facing forward at all times. Violations will result in dismissal from make-up time with no credit for time served.
- 9) Students are to work on class assignments or complete sustained silent reading during make-up time. Playing cards and calculator games are prohibited.

10) Any Student Code of Conduct violation committed during make-up time may result in a discipline referral. Disrespect to staff or disruption of make-up time will result in an out-of-school suspension.

11) Students may begin to make-up time only after accruing 9 or more unexcused absences.

12) Students are not allowed to “bank” make-up time. You must have 9 unexcused absences before attending makeup time.

Questions regarding make-up time may be directed to the Attendance Office or Assistant Principal Reginald Miller.

Students will not be permitted to enter Make-up Time without work/assignments to complete

Saturday School Dates:

Semester One	Semester Two
8/26/2023	1/6/2024
9/9/2023	1/20/2024 (3 HR)
9/16/2023	1/27/2024 (3 HR)
9/23/2023	2/3/2024
9/30/2023	2/10/2024
10/7/2023 (3 Hr)	2/24/2024 (3 HR)
10/14/2023	3/2/2024
10/21/2023 (3 Hr)	3/9/2024 (3 HR)
10/28/2023	3/30/2024
11/4/2023	4/6/2024 (3 HR)
11/11/2023 (3 Hr)	4/13/2024 (3 HR)
12/2/2023	4/20/2024 (3 HR)
12/9/2023 (3 Hr)	4/27/2024 (3 HR)
12/16/2023	5/4/2024 (3 HR)
	5/11/2024 (3 HR)
	5/18/2024

**Additional make-up time opportunities may become available towards the end of each semester at the discretion of the administration.