

## ATTENDANCE

Attendance is defined by being present from the first bell (8:30 AM) of the day to the dismissal bell (3:10 PM). At the secondary level, to be counted present in class, the student must be in attendance at least half the class period. Students in attendance for any part of the school day are counted present for the day but counted absent for any classes unattended. Students who wish to participate in athletics/extracurricular activities must be present at school at least half the day of the event. If a student has two or more unexcused absences in any class during a grading period he/she will require PRIOR administrative approval to miss school for any school sponsored activity (i.e. field trip, athletic travel, competitions, etc.).

Students with excused absences will be allowed to makeup all missed work for full credit. It is the responsibility of the student/parent/guardian to request the make-up either during an excused absence or on the day the student returns to school. Excusable absences include (require documentation): Illness of student, serious illness or documented death in family, or quarantine. That which has the PRIOR sanction of both principal and parents/guardians. That which the principal deems excusable because of unusual circumstances. Absence for a religious holiday. Prior administrative approval of absence is required. That which results from a visit to the parent/guardian/immediate family member who is being deployed or who is returning from a tour of duty in the military. Each absence must be explained.

Students/parents/guardians are responsible for providing notification within three (3) days of the student's return to school, or the absence will result in an unexcused absence. Notification of a student's absence should be completed on an Absence Verification Form that is available in the WFHS Attendance Office, on our school website, and on the District website. In the case of a student self-check-out, failure to provide the necessary documentation to excuse the checkout pout may result in loss of privileges for future student-initiated check-outs. Students with unexcused absences will be allowed to make up missed work for partial credit.

It is the responsibility of the student/parent/guardian to request the make-up work either during the unexcused absence or on the day the student returns to school. Any student who accumulated five (5) unexcused absences in a thirty (30) day period or ten (10) days in a period of ninety (90) calendar days will be referred to an attendance child study team. The student's unresolved or chronic attendance problems, which include excessive tardies and/or early checkouts, will involve District social workers and a possible referral to the court system. The student's parent/guardian shall be notified, and a meeting will be schedule to identify potential remedies. This policy applies to absences from individual class periods, as well as to absences from the entire school day. **Attending West Florida High school is both a privilege and a choice.**

**Students must maintain acceptable attendance to remain eligible for continued enrollment at West Florida High School.**