

ATTENDANCE POLICIES AND PROCEDURES

School attendance is important and has a direct correlation to students' success. A written explanation is required for EACH day or class period absent. **NOTE: a total of three (3) days or class periods may be excused by a parent note(s) in a grading period.** Additional absences may be excused at the discretion of the principal OR with documentation of one of the following:

- Medical reasons verified by a doctor or clinic,
- Death in the family, or
- Legal reasons verified by a lawyer or a court, or
- Absence for religious instruction and holidays

Check-in Procedures: Students reporting to school after the beginning of first period must **report to the Attendance Office, 02-31**, to check-in to school and receive a pass to class. Failure to check-in will result in disciplinary action. Students will be allowed three (3) tardies to school per semester, without penalty. Absence from class over 15 minutes is considered an unexcused absence until documentation is submitted.

Check-out Procedures: Only a parent or guardian will be allowed to check out a student from school unless there are written instructions on the student's emergency card. A photo ID will be required by anyone wishing to check-out a student. Students who are not personally checked-out by a parent or guardian must provide a written note to be verified with a phone call by a staff, administrator, or a faculty member of FBHS to that parent or guardian. Students should bring checkout notes to the FRONT OFFICE prior to first period. Upon verification of the parent note, the student will be given a checkout pass with the departure time. At the departure time the student will report to the Attendance Office where the student's ID will be scanned. Failure to checkout will be considered an unauthorized departure from campus. Checkouts from school will be counted as parent notes until formal documentation is received by the Attendance Office. **Parents and guardians must checkout their student(s) in person rather than by phone on the last day before a scheduled holiday, and on scheduled county/school testing dates.**

Violations of the attendance policy will result in the following disciplinary action:

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| 1. Failure to check-in Privileges | Lunch Detention, Detention, ISD, Loss of Parking Privileges |
| 2. Unauthorized departure from campus | ISD, OSS, Loss of Parking Privileges |
| 3. Skipping Class | ISD, OSS, Loss of Parking Privileges |

Tardy to Class: Students must be in their classroom when the tardy bell rings or report to the attendance office for a pass to class. Each tardy to class will result in assigned detention. Repeated tardies or failure to serve assigned detention will result in ISD/OSS. Students tardy more than 15 minutes will receive an unexcused absence from the class.

Tardy to School: A parent note will be accepted to excuse 3 tardies to school each semester without disciplinary consequences. Additional tardies to school will result in detention. Chronic tardies to school will result in ISD/OSS.

Truancy: When a student, under 16 years of age, accumulates five (5) unexcused absences within a calendar month, or the student has accumulated ten (10) unexcused absences within a 90-day calendar period, they will be referred to the Office of Instructional Services and the State Attorney's Office for truancy intervention. Parents and legal guardians are responsible for their child's attendance to school. "Habitually Truant" is defined as a student under 18 years of age, and who has fifteen (15) unexcused absences within 90 calendar days of school. The School Superintendent is required to report each habitually

truant student to the Department of Motor Vehicles. This notification will result in suspension or loss of the student's driver's license. "Driving is a privilege: don't lose yours."

Homebound Instruction: Students with medical problems that will result in absences from school for a minimum of 15 consecutive days may be eligible for homebound instruction. Parents should contact the Guidance Office for program guidelines.

Attendance policies for all Nassau County schools may be found on the school website: www.fernandinahigh.com Please contact the FBHS Attendance Office, room 02-31, with any questions or concerns you may have. Fax Number- 321-5965 Email- donna.fender@nassau.k12.fl.us