

Student Attendance Policy

A student who is absent without the principal's approval shall have his/her parent(s) or legal guardian report such absences to the school center in the manner prescribed by the Student Conduct and Discipline Code. At Winter Springs, a written note must be presented to the attendance office within five (5) days if absence. Households of absent students are contacted same day by a computerized calling system.

Notes excusing an absence will not be accepted five (5) days after absence. No more than five (5) parent notes will be accepted per semester. (If a single note includes excuses more than one day, the number of days excused will equal the number of parent notes calculated.)

- A student shall be considered truant when absent without parental or guardian permission or when the parent(s) or legal guardian consents to unnecessary absence.
- Students shall be given a reasonable amount of time to make up any work assignment which are missing during an absence. Students will be given the number of days they were absent plus 1 to make up any missing assignments. A student may negotiate an alternate schedule with teacher endorsement if he/she experiences difficulty with the arrangements.

Major religious Holidays include: Jewish holidays – Rosh Hashanah, Yom Kippur, Sukkot, Shimini Atzeret, Simchat Torah, Passover, and Shavot.

Christian holy days include: Christmas, Epiphany, Ash Wednesday, Palm Sunday, Good Friday, Easter.

Student shall be given the opportunity to make up a missed examination, study or work assignment.

Excused absences: students over compulsory attendance age shall be expected to provide documentation for an absence to be considered excused.

- After an absence, the student must provide the school with documentation indicating that one of the following has occurred if he/she wishes that the absence(s) to be excused: Medical treatment by a licensed physician, observance of a religious holiday, law enforcement order or court subpoena, death of a family member, natural disaster, traffic accident that directly involved the student. *Section 232.09, F.S.
 - NOTE: It is understood that on every occasion of sickness, a student will not require medical attention by a licensed health care professional. Short term, non-chronic illnesses may be documented/explained via a signed parent note. In such circumstances, the student shall suffer no academic penalty, provided that all course work, examination, etc. are made up within a reasonable period of time as defined in Section V.
 - NOTE: Should the principal or persons in charge of schools reasonably suspect an abuse of this provision, he/she may require documentation from a "licensed practicing physician" (M.D., D.O., D.D., D.D.S., and/or D.C., Etc.) as described in F.S. 232.09 (4) as a condition for declaring the student's absence for illness excused.

- **Notes excusing an absence will not be accepted five (5) days after absence. No more than 5 parent notes will be accepted per semester.**
- **Students missing for family reasons may bring in a parent note to be excused.**

Once a student has reached 10 absences in any class per semester, credit will be denied for that period unless time is made up through one of the following interventions:

- **After school PLATO**
- **After school tutoring**
- **Wednesday School**