

School Attendance Policy

Student Leadership Academy of Venice follows the guidelines for attendance and absences as established by the Sarasota County School District. The educational program offered by Student Leadership Academy of Venice requires that students be present and participate in daily instruction. Students are expected to be in attendance during the days and hours school is in session. School attendance is the responsibility of the student and parent.

All absences are considered unexcused until the school receives an email or written explanation from the parent/guardian within three (3) days of the absence. The school's principal will make the final determination whether or not an absence is excused. Excessive excused absences for illness may result in the student being required to provide a doctor's note or other substantiating documentation. Teachers and staff will encourage regular attendance of students, maintain accurate attendance records, and follow reporting procedures as outlined by the school principal. Attendance is reported by period at the middle school level. In order to be considered present for the school day, the student must attend four (4) periods of the day.

Note: All emailed or written explanations must be submitted to Mrs. Joella Cribbs at attendance@studentleadershipacademyvenice.org

Excused absences include:

- Student illness or accident (if documented by parent/guardian or medical doctor)
- Medical appointment with documentation
- Death in the student's immediate family
- A major personal or family crisis
- Observance of a religious holiday or service that is recognized as such by members of the student's faith
- Subpoena by law enforcement agency or mandatory court appearance
- A breakdown of the school bus (or failure to pick up the student)
- Other individual student absences beyond the control of the parent or student as determined and approved by the principal or principal's designee

Unexcused absences include:

- Absences caused by truancy of the student
- Absences caused by an out-of-school suspension
- Absences caused by a family vacation without principal's approval (please see page 7)

A student that has fifteen (15) unexcused absences within 90 calendar days is considered a habitual truant under Florida law, and the student may be dealt with as a child in need of services under Chapter 984, Florida Statutes. Additionally, the parent/guardian may be subject to criminal prosecution under Chapter 1003.24, Florida Statutes.

In the case of chronic absenteeism, if the parent/guardian refuses to help correct the student's truancy concerns, the student's reassignment may be revoked, sending the student back to their districted school.

TARDINESS, LATE ARRIVAL, AND EARLY DISMISSAL

Students are expected to be in attendance throughout the school day in order to benefit fully from the Student Leadership Academy's educational program. However, from time to time, circumstances may require that a student arrive after school begins or be dismissed before the end of the school day. The parent/guardian is expected to notify the School Office in advance and provide the reason for the late arrival or early dismissal. When students are late to school or leave school early without an adequate excuse, the tardy or early dismissal will be unexcused.

Please Remember: Tardiness is disruptive to the learning environment and has a negative impact on student achievement. Chronic tardiness may result in loss of privileges and/or other progressive disciplinary action.

REPORTING YOUR CHILD'S ABSENCE

It is the responsibility of the parent/guardian to provide an explanation, in writing, when the student is absent. Additionally, whenever possible, the parent/guardian should notify the School Office in person or by telephone, on the day of the absence. Upon return to school, a written note explaining the absence is required in order for the student to be considered excused. Written notes must be provided within three (3) school days after the student returns. Additional documentation, as determined by the school principal, may be required. Parents may be asked to provide written medical documentation when excused absences for illness are excessive. Over five absences for illness per semester or ten for illness in a school year is considered excessive.

TRUANT

Five (5) unexcused days within a calendar month (official letter will be mailed home)

Ten (10) unexcused days within a 90-calendar day period (parent conference will be required)

HABITUAL TRUANT

Fifteen (15) unexcused days within a 90-calendar day period (reassignment may be revoked)

RELEASE OF STUDENTS

During school hours the principal or designee shall permit a child to leave school only in the custody of one of the following adults:

- Parent/guardian of the student with photo ID
- Person listed on Emergency Contact Card, with photo ID
- A law enforcement officer
- An authorized worker from the Department of Children and Families

At the end of the school day, students are released at a specified time and place and are expected to go directly home. Parents must notify the School Office regarding any change in the student's normal transportation. Car riders should be picked up immediately in the school's designated area. Students riding buses are expected to unload from the bus at their designated stop. Students must enter and exit at their assigned bus stop.

SIGN-OUT PROCEDURES (PRE-APPROVED AND EMERGENCY)

Once students arrive on campus, they may not leave without permission from the principal or designee. Students who must leave school during school hours are required to have their parent make a request for release by phone or in person to the school office in order to obtain preapproval.

Excused sign-outs include:

- Medical or dental appointments (doctor's statement may be required)
- Emergency situations acceptable to the principal or designee
- Court appearance (subpoena required)
- Deaths or funerals
- Personal reasons acceptable to the principal or designee

Unexcused sign-outs include:

- Forgotten items (for instance: books, lunch, money, homework, projects, tardy or absence excuse)
- Violation of dress code (to obtain appropriate dress)
- Non-educational appointments

AFTER-SCHOOL ACTIVITIES

In order for any student to participate in the day's afterschool activity (i.e. clubs, athletics, dances, volunteering, etc.), they must be present for at least four (4) periods on that day.

FAMILY VACATIONS AND OTHER ACTIVITIES AWAY FROM SCHOOL

Family vacations and other activities are not automatically excused absences. Pre-approval must be granted by the principal. Arrangements for make-up work must be prearranged through the principal and the student's teachers. The school will follow the guidelines as set forth by the Sarasota County School District regarding family vacations and other activities in which the student is not present in school.

MAKE-UP ASSIGNMENTS

Students will be expected to make-up all assignments and tests missed during a period of an excused or unexcused absence. The student is responsible for making arrangements with the teacher when he/she returns to school. Make-up work will be due after the same number of days missed from school. For example, if a student misses three days, he/she will have three school days in which to complete and submit the assigned work. The student will not receive an academic penalty unless the work is not made-up within a reasonable time.

A student who is suspended from school will be allowed to make up his/her assignments and tests. It is the responsibility of the student to make arrangements with each teacher to complete the make-up work.

Signing below is an agreement to the above stated Attendance Policy.

Parent/Guardian Signature

Student Signature

Parent/Guardian Printed Name

Student Printed Name