

Attendance Policy

Frequently Asked Questions

1. What phone number do I call if my child (ren) is/are absent?

Call the school at 954-390-0971. In order to excuse the absence, the Parent MUST also send in an excuse note to the teacher, the next day the student is in attendance to school.

2. What are the acceptable reasons for an unexcused absence?

The attendance policy allows for eight reasons for an absence to be excused. The reasons are: illness of student, illness of an immediate family member, death in the family, religious holidays of the student's own faith, required court appearance, special event, scheduled medical or dental appointment, or student having, or suspected of having a communicable disease.

3. Is there a deadline to get absences excused?

Parents have 2 days (48 hours) in which to report, i.e. the day before, the days of and the day after the absence.

**4. What should I do if the school records my child's absence as unexcused
When it was an excused absence?**

Immediately contact the school and provide documentation with a request to have the absence corrected.

5. What should I do if my child is late to school?

Tardiness is defined as a student not being in the classroom when the class is scheduled to begin. Parents must follow the same process to excuse a tardy as they do to excuse an absence. For parents who drop the student off at school late, they must accompany the student to the front office and sign the student in.

6. How do I ensure that the school has my current contact information?

Immediately notify the front office and your child's teacher of your telephone number and/or address changes.

7. Can my child make up work for absences?

Make-up work for full-earned credit and grade is available for ALL absences.

8. How much time does my child have to submit make-up work?

Make-up work must be submitted within two days, not including the day of return, for each day of an absence. Previously assigned work is due the day of return. Under extenuating circumstances and at teacher's discretion, additional time may be allowed.

9. Will the teachers provide my child with the make-up work?

Teachers will have the make-up work available but it is the student and family's responsibility to get the make-up work.

10. Can my child make-up work for suspensions?

Make-up work for credit and grade is allowed for any student. It is the

student's responsibility to obtain the missed work. All work is due on the day of return from suspension.

11. How do I access the attendance policy?

The attendance policy can be accessed on Broward County Public Schools website
<http://www.browardschools.com/Parents-Students/Parent-Student-Pages/Code-Of-Conduct>