

Secondary Attendance Policy

To fully benefit from the instructional program, students are expected to attend school regularly, be on time for classes and satisfy all course requirements. Poor attendance or excessive tardiness may result in failing grades, or return to student's neighborhood school.

Report an Absence

CALL 813-971-5151 or EMAIL attendance@bdchs.org by 9:00 am.

A robocall message will be delivered at approximately 11:00 a.m. for a student absence.

- It shall be the responsibility of the student's parent or guardian to explain a student's absence to the designated office in person, by telephone, or by email. Parents/guardians are expected to notify the school the day of the absence. Schools may require additional documentation upon a student's return.
- The school shall make an effort to contact the parent or guardian on the day of the absence whenever a student's absence has not been explained.
- Records of telephone calls or parent/guardian contacts shall be retained by the school for future references.
- Students not in class at least one half of the class period shall be counted absent from that class. Students in attendance for any part of the day are counted present for the day, but shall be counted absent for any class missed.

Excused Absences

Examples of excused absences are:

- an illness of the student or a medical or dental appointment; a doctor's statement may be required by school officials;
- an accident resulting in injury to the student;
- a death in the immediate family of the student;
- an observance of an established religious holiday; documentation of the religious affiliation of the student may be required by school officials; in secondary schools, absences on approved religious holidays shall not cause a graduating senior to forfeit quarter four, second semester exam exemption;
 - Note: If the religious holiday observance cannot be identified as a traditionally well-known day such as Rosh Hashanah, school officials should require a note from the parent/guardian and a letter from the leader of the faith organization stating that the day, if celebrated, would result in an absence. If the letters are submitted, the absence should be excused and also recognized as an established religious holiday that does not impact any attendance incentives including exam exemptions.
- a pre-planned absence for a personal reason that is acceptable to the principal or designee. To request consideration that a pre-planned personal absence be excused, a parent/guardian must make the request in writing to the principal or designee at least three (3) days prior to the date of the absence. (Email rmalo@bdchs.org). The parent/guardian will be notified of the decision.
- a subpoena by a law enforcement agency or a required court appearance;
- an emergency for a reason acceptable to the principal or designee for an emergency, such as severe weather conditions; a major personal or family problem; fire, flood, or other major damage to the home; an accident on the way to school; or a breakdown of the public bus (failure to pick up the student).

- Under certain conditions, students may apply to be released for a maximum of one hour per day for religious instruction at an off campus site. For further information, the parent/guardian should contact the principal.
- College visits by students shall be considered an excused absence. School business shall be granted for college visits only if a visit is required for admission and is documented on the college letterhead.

Unexcused Absences

Unexcused absences are absences that:

- are not accepted as excused;
- are caused by truancy of the student;
- are caused by an out-of-school suspension;
 - A student suspended out-of-school shall receive a grade of “zero” for tests and/or graded work missed.
 - A student who receives an unexcused absence shall receive a grade of “zero” for tests and/or graded work missed.
 - A student found truant from school or any class period(s) shall receive a grade of “zero” for tests and/or graded work missed.

STUDENTS WHO ARE ABSENT FROM SCHOOL ARE NOT PERMITTED TO PARTICIPATE IN SCHOOL RELATED EXTRACURRICULAR ACTIVITIES SUCH AS CLUB OR SPORTS COMPETITIONS, PERFORMANCES, CELEBRATIONS, ETC.

Make-Up Work

A student who has been absent and whose absence is EXCUSED is permitted to make up the work missed, provided that the student makes arrangements with teachers within three days of the student’s return to school. It is the student’s responsibility to make these arrangements. Make-up work must be submitted within the deadline(s) set by the teacher(s). Students on school business shall be counted present and be allowed to make up work missed.

If a student is making up work when grades are due, the student shall receive an “Incomplete” on the report card and upon completion of the required make-up work within the deadline set by the teachers, the grade will be retroactively corrected in the student database. If the student fails to complete the make-up work within the deadline set by the teachers, the grade will stand without completed work.

Incomplete Grades

When a teacher gives an incomplete grade, the grade becomes an “F” if the work is not made up during the first three weeks of the next grading period, unless special arrangements are made. Incomplete grades are not given at the end of the second semester, unless special arrangements are made.

School Business

Examples are:

- an academic activity directly related to the instructional outcomes of one or more courses;
- participation in a regularly scheduled, school-sponsored athletic event;
- a summons to one of the school offices;
- other approved activities such as Student Government, National Honor Society, pep rallies, class meetings, club meetings, senior graduation activities or an event that is designated by the principal at which the student represents the school and is approved by the principal.

Student Absence Notification

- Students and parents/guardians must provide school personnel with accurate telephone contact numbers (home and work for parents or legal guardians) and ensure the number(s) are correct if there is a change during the school year. This information must **be given on the emergency contact card provided by the school at the beginning of the school year and updated as changes occur.**
- Parents/guardians are expected to call the school by 9 am when students are absent for all or any part of the day to report the absence. Parents/guardians must contact the school within 24 hours of the absence in order to be considered for excusal.
- If the parent/guardian does not call, school personnel shall attempt to contact the parent/guardian at home or at work if necessary to verify the student's absence. Additional documentation may be required to verify the absence.
- When a student accumulates five and/or ten absences during a grading period, a letter shall be sent to the parent or guardian unless school personnel have informed the parents/guardians previously.
- According to 1997 Florida Legislature, schools report to the Department of Highway Safety and Motor Vehicles the names of minors who accumulate fifteen unexcused absences in a period of ninety calendar days, thus making the student ineligible for driving privileges. The legislation further provides that those minors who fail to satisfy attendance requirements shall be in-eligible for driving privileges. If the minor does not have a license, he or she shall not be issued one upon application. The process of reinstatement is available in the office of the assistant principal for student affairs.
- Students who display a pattern of nonattendance may be required to present medical evidence and an attendance intervention form shall be completed.
- Students who are absent from class but not listed on the absentee bulletin shall be reported by the teacher to the appropriate office. Likewise, students who may have been inadvertently reported as absent who are present shall be reported by the teacher to the appropriate office.

Tardy to School

Students who are late to school **must** be signed-in at the Main Office. Students who fail to check in shall be considered truant for the classes affected. Parents/guardians will receive a written communication if a student is tardy to school 5 and/or 10 times within a grading period. In order for further tardies to be excused, medical documentation may be required. *As a school of choice, parents/guardians and students agree to consistent and regular attendance including arriving to school on time to ensure the best learning environment for students and to maximize instructional time.*

- A late arrival to school may be excused, when reasons acceptable to the principal or his/her designee are given.
- Excused sign-ins include the following:
 1. illness;
 2. medical or dental appointments (doctor's statement may be required);
 3. automobile accident;
 4. deaths or funerals;
 5. emergency situations acceptable to the principal or designee;
 6. required court appearance (subpoena required);
 7. established religious observance;
 8. severe weather;
 9. break-down of bus.

- Unexcused sign-ins include the following:
 1. car problems (for instance, flat tire, no gas, car won't start);
 2. heavy traffic;
 3. overslept;
 4. returned for forgotten items (for example, books, lunch, money, homework, projects, absentee notes);
 5. non-educational appointments.

Excessive tardies may result in dismissal from Brooks DeBartolo Collegiate High School.

Sign-In Procedure

- Any student arriving to school after the session has begun must report to the Front Office. An admittance shall be issued indicating excused or unexcused sign-in or absence.
- For the student to receive an excused sign-in, a parent or guardian must accompany the student or call the school giving an excusable reason.
- **More than two sign-ins in a grading period shall require medical or other documentation to be considered excused.**

Sign-Out Procedure (Pre-approved and emergency)

- Once students arrive on campus, they may not leave without permission from the principal or the assistant principal.
- Students must be signed out by 2 pm unless it is an emergency and/or approved by an administrator.
- Students who must leave school during school hours must have their parent/guardian request by phone or in person to the assistant principal in order to obtain pre-approval.
 - More than four sign-outs in a grading period shall require medical or other documentation and/or a parent/guardian must be present in order to be considered excused.
- Excused sign-outs include the following:
 1. medical or dental appointments (doctors statement may be required);
 2. deaths or funerals;
 3. emergency situations acceptable to the principal or designee;
 4. court appearance (subpoena required);
 5. personal reasons acceptable to the principal or designee;
- Unexcused sign-outs include the following:
 1. forgotten items (for instance, books, lunch, money, homework, projects,);
 2. violation of dress code (to obtain appropriate dress);
 3. non-educational appointments.

Tardy to Class

1. A student should make every effort to be in class on time. A student failing to attend class shall be considered truant and subject to disciplinary action.
2. Students are considered tardy to class if they are not in the classroom and seated in their assigned seats (if applicable) when the bell rings. Students must report to the front office if tardy to obtain a tardy pass. Students will not be allowed into class without a tardy pass. Students are considered truant if they do not report to the front office to obtain a pass and then report to class.
3. A student's excessive unexcused tardiness shall be considered willful disobedience, and the student shall be subject to disciplinary action.
4. Consequences for tardiness to class in a grading period are:
 - on the first unexcused tardy within a grading period, the student shall be notified by the teacher and a verbal warning is issued;
 - on the second unexcused tardy within a grading period, the student shall be warned by the teacher that each additional unexcused tardy shall result in a referral to the assistant principal for administration and the school shall notify the parent or guardian;
 - a student accumulating three or more unexcused tardies within a grading period shall be referred to the assistant principal for administration for willful disobedience; disciplinary action shall result and the school shall notify the parent or guardian.

Release of Students

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

- parents/legal guardian of the student with photo ID.
- person listed on emergency contact card, with photo ID;
- a law enforcement officer;
- an authorized worker Child Protective Investigator from the Department of Children and Families or Hillsborough Sheriff's Department.

At the end of the school day, students are released at a specified time and place and are expected to go directly home. Parents/guardians 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.