

ATTENDANCE POLICY

Definition of "Present" - According to the State of Florida: "A student must be in attendance for at least the following amount of time at each educational level to be considered "Present for the day":

Elementary School: The equivalent of half the school day with 12:00pm as the cut-off time. **Middle School:** The equivalent of four periods or 200 minutes.

ABSENCES:

Your child's attendance is imperative. We understand, however, that circumstances will arise requiring your child to be absent. State law requires that schools report absences as either excused or unexcused. The following outlines the differences in excused absences versus unexcused absences and the procedures you need to follow to ensure an absence is reported to the state appropriately. Although ISNM does not support absenteeism for vacations, school administration must be notified for such absences in writing at least two weeks in advance. This is to allow teachers adequate time to prepare assignments for students that will be absent. Absences due to vacation **are not** "excused".

Excused Absences:

Regular attendance is absolutely necessary in order for your child to progress in his/her academic studies. Please be advised that excused absences are only granted for certain incidents which are outlined below. If you do not state one of those reasons or do not provide a reason for the absence or tardy when reporting then your child's absence or tardy is automatically recorded as unexcused.

It is the parent's responsibility to notify the school of the reason for any and all student absences. NOTE: A parent may excuse nine (9) absences in a year. After nine (9) excused absences, official documentation is then required (doctor's note or court papers) for every additional absence.

Excused Absences may be granted for:

- Student illness or medical appointment (documented by a physician).
- Notes or calls from a parent will result in an excused absence up to nine (9) times per school year.
- Observance of a religious holiday or service that is recognized as such by members of the student's faith.
- Death in the family.
- Subpoena by law enforcement agency or mandatory court appearance.
- Other individual student absences beyond the control of the parent or student, as determined and approved by the principal or principal's designee.

How to submit an Excused Absence: We have several ways in which parents can report absences

- Parents can submit the absence thru our school's website, by phone to the attendance line, an email to their child's teacher, a note from home, or a doctor's note within 3 school days of the absence. *Reporting an absence by writing it in your child's agenda will not necessarily make it to the Registrar to record so it is best to use one of the above mentioned methods.* Please visit <http://www.imagineschoolsnorthmanatee.com/home/report-an-absence/> to report an absence online. The phoned in, written, or emailed notice must include the following information: Students FULL name, Date of Absence(s), **and** Reason for absence **otherwise it will be recorded as unexcused.**
- Three (3) or more consecutive days of absences for illness may require a doctor's note or other substantiating evidence.

Unexcused Absences:

Five unexcused absences in one month or 15 unexcused absences in a 90 day period may result in a referral for truancy court action. Family vacations during scheduled school time are considered unexcused absences. If you have accumulated a total of 10 unexcused/unexplained absences, the District Truancy Department will make an automated telephone call and send an email to the primary telephone number and email address listed on school records, in an attempt to ensure parent(s)/guardian(s) are aware of any developing attendance issues. The District Truancy Department will send a 3-Day Demand Notice by U.S. Mail to the address listed on school records in the event of 7 consecutive unexcused/unexplained absences by an elementary student, or 10 consecutive unexcused/unexplained absences by a middle or high school student.

- Absences not specifically identified by administration as excused, are unexcused absences.
- A student who has 9 or more unexcused absences within 90 calendar days is subject to interventions, referral to other agencies for family services, and a truancy petition in accordance with Florida State Statute 984.151. In addition, the parent/guardian may be subject to criminal prosecution under Chapter 1003.27, Florida Statutes.

More than 20 absences, excused or unexcused, may result in retention as determined by Imagine School Administration.

TARDIES:

If your child arrives at school late for any reason after 8:30am, a parent must sign your child into the front office.

Excused Tardies:

An excused tardy is when the child is late for school due to sickness, injury, death in your family, medical or dental appointments with a note from the physician, school sponsored activities, court date, or other reason approved by the school principal.

Unexcused Tardies:

An unexcused tardy is when the child is late to school due to, but not limited to, oversleeping, missing the school bus, shopping trips, pleasure trips, or excessive tardiness due to illness without a physician's verification that the medical condition justifies your tardiness. Every three unexcused tardies, or three unexcused early dismissals, or any combination of both, count as one unexcused absence. Please note that five unexcused absences in one month or 15 unexcused absences in a 90 day calendar period may result in Truancy Court for the parent and student.

Excused reasons for early dismissal follow the same guidelines as excused absences. Numerous early dismissals are unacceptable and unfair to the other students whose instruction is interrupted each time a student leaves early. Every three unexcused early dismissals within a grading period, or every three unexcused tardies, or a combination of both, will count as one unexcused absence.

Please note that if a student is not present for more than half of the school day on the day of an event, due to a suspension or any undocumented absence, the student may not participate in the athletic or extracurricular event.