

# Venice High School

## Student Attendance Procedures

### Acceptable reasons for an Excused Absence

1. Student illness (if documented by parent/guardian or medical doctor).
2. Observance of a religious holiday/service by members of student faith.
3. Medical appointment with documentation.
4. Death or documented major illness in the immediate family.
5. Subpoena by law enforcement agency or mandatory court appearance.
6. Other absences beyond the control of the parent, as approved by the principal.

### Absence Procedure

1. Students are to bring a note signed by a parent/guardian or a note from a medical doctor to the attendance office upon returning to school.
2. The note must include the student's first and last name, date(s) of absence, and reason for being absent.
3. This note should be dropped off in the basket at the attendance office window in Heritage Hall within 3 days of the student's absence.

**\*\*\*A doctor's note may be required after excessive excused absences. Nine in a semester and 18 in a school year are excused without a doctor's note.\*\*\***

**\*\*\*Any student who has 15 unexcused absences within a rolling 90 day period is considered to be habitually truant and will be reported by the Superintendent to the Department of Highway and Safety and Motor Vehicles resulting in suspension of a driver's license or permit.\*\*\***

## Early Dismissal Procedure

1. Student must bring a note signed by a parent/guardian to the attendance office the morning of the early dismissal.
2. The note must include the student's first and last name, date, time of early dismissal, and reason for early dismissal.
3. The note should be brought to the front window of the attendance office which is accessed through the front office. The student will then receive a pass for their dismissal.
4. At the noted dismissal time, you will report back to the front window of the attendance office, sign out, and time stamp your pass. This will be your pass to leave campus. (If you have a medical appointment, bring documentation from the doctor back to school with you when you return.)
5. If you return to campus that day, you will report back to the front window of the attendance office, sign in, and time stamp your pass again. This will be your pass to return to class.

**\*\*\*If you are picking your student up for early dismissal please bring your photo ID. Students will only be released to authorized people on the contact list.\*\*\***

**\*\*\*If a student forgets to bring a note for early dismissal, the parent must email a note along with a copy of their photo ID attached to [vhsattendance@sarasotacountyschools.net](mailto:vhsattendance@sarasotacountyschools.net).\*\*\***

## Tardy Procedure

1. Students who are tardy to school during the 1<sup>st</sup> class period of the day will report directly to class. If you have a note for being tardy it will be turned into your teacher.
2. Students who are tardy to school after the 2<sup>nd</sup> class period has started will report to the front window of the attendance office which is accessed through the front office. You will sign in and receive a pass to enter class. If you have a note for being tardy you will turn it into the attendance office.

**\*\*\*Acceptable reasons to excuse a tardy fall under the same rules as excused absences.\*\*\***

## Pre-arranged Multi-Day Absence Procedure

1. Students who know they will be absent in the future can bring a note to the attendance office. The note must include the student's first and last name, dates of pre-arranged absence, reason for absence, and signed by a parent/guardian.
2. The student will receive a PASSPORT which they will fill out/sign, then take to each of their teachers to get approved. Once approved/signed by all teachers, it will need to be approved/signed by your assigned assistant principal. The assistant principal has the right to deny approval.
3. After the PASSPORT is completed and signed by all teachers and administrator you must return it to the attendance office the note from the parent attached before the dates of your absence. Failure to fulfill these requirements will result in an unexcused absence.

**\*\*\*The student must complete all assignments assigned by the teachers within a reasonable amount of time as set by the teacher. In no case shall the time be less than one full calendar day for each day missed.\*\*\***