

ATTENDANCE POLICIES

School attendance is mandatory and is the responsibility of the parent/guardian to ensure a child's regular school attendance.

- According to OCPS policy, student absences are recorded as unexcused, until the parent provides a written notice within 48 hours of the student's return to school. After 48 hours absences will remain unexcused.
- Not all absences are excused, even if the parent sends a note. The reasons OCPS recognizes for excused absences:
 1. Illness, injury or other insurmountable condition
 2. Illness or death of a member of the student's immediate family
 3. Recognized (or established) religious holidays and/or religious instruction
 4. Medical appointments
 5. Participation in an approved activity or class of instruction held at another site
 6. Pre-arranged absences of educational value with the principal's prior approval
 7. Head lice infestation (up to four days per school year)
 8. Catastrophic disasters that significantly impact the life of the student (example: loss of residence from natural disaster)
- Excuse notes must be turned in before school to the attendance office and include the child's first and last name, reason for absence and parent/guardian signature. Faxes with the parent/guardian signature will be accepted. Emails and phone calls will not be accepted.
- If a child is out more than three (3) days, a medical note may be required. (Nurse practitioner services are available on campus free of charge. 407-623-1415 x256)
- Students with unexcused absences may not be given the opportunity to complete missed work.
- A student must be present for four (4) classes to be considered present for the full day.
- When a child has five (5) or more unexcused absences a call and letter is sent home to notify the parents.
- If student's attendance does not improve a Child Study Team of school officials will meet with the parent/guardian to develop a series of interventions.
- If the student continues to miss school after interventions, the school social worker may initiate legal action in truancy court.
- **New OCPS Policy:** For truancy purposes, five (5) unexcused tardies to school will equal one (1) unexcused absence.

GLENRIDGE MIDDLE SCHOOL TARDY POLICY

- Students who are tardy to school four (4) times in a grading period will receive a detention.
- Students who are tardy a fifth (5th) time will receive a referral to the student's grade level administrator and an unexcused absence as listed above.

PRE-ARRANGING AN ABSENCE

When a student needs to pre-arrange an absence, a specialized form may be obtained from the attendance office or downloaded from the school website at www.glenridge.ocps.net. The form must be completed and signed by the parent/guardian and returned to the attendance office at least two (2) days prior to the absence.