

OVIEDO HIGH SCHOOL ATTENDANCE POLICY

Regular attendance is mandatory if high school students are to be successful in their classes. When classes are missed, students are unable to participate in the experiences, discussions, activities, and special projects that are an integral part of the learning process. Requirements of the Law [F.S. 230.171]:

1. To receive credit for a class, the student may be absent no more than (9) unexcused days per semester. Parents will be notified by telephone of all absences and by mail on the fifth (5) and eighth (8) unexcused absences.
2. After an absence, the student must provide the school (**within 5 days of absence**), documentation indicating that one of the following has occurred to have the absence(s) excused:
 - a. medical treatment by a licensed physician,
 - b. law enforcement order or court subpoena,
 - c. death of a family member,
 - d. natural disaster,
 - e. traffic accident that directly involved the student, or
 - f. district approved religious holiday with prior written notice.

OHS reserves the right to re-evaluate all excused absences when absences become excessive. Students who return to school without written documentation listing one of the above reasons will be considered unexcused for the absence(s).

School related activities (field trips) are considered days in attendance. Suspension for disciplinary reasons will not be considered an unexcused absence.

Juniors are allowed to take 1 college visit day and seniors may take 2 college visit days. Documentation in writing must be submitted to Ms. Davis prior to visiting in order to be considered excused.

3. Absence from class for any other reason other than those stated above shall be considered unexcused/undocumented.
4. Students shall be allowed to make up all work missed for absences. It is the student's responsibility to meet with the teacher to arrange all make-up work. All make-up work must be done within a reasonable amount of time as directed by the teacher with a minimum of one day per absence to complete. Long term projects will be due on the assigned date whether the student is present or not.
5. Loss of Credit – Students who accumulate more than **nine (9)** unexcused absences in a class during a semester will be denied credit in that class.

Loss of credit may interfere with the students' ability to graduate on time. In order to reinstate credit a student must complete make-up time (hour for hour) which will be held on designated Saturdays in Saturday School. Make-up time may not be done with individual teachers. If a student is serving time for disciplinary reasons, the Saturday School time cannot count towards make-up time.

6. Make-Up Time Rules

*****STUDENTS WILL BE RESPONSIBLE FOR MONITORING THEIR OWN ATTENDANCE MAKE-UP TIME.**

1) All students participating in make-up time must present photo identification upon request. Failure to produce photo identification will result in dismissal from make-up time with no credit for time served. Please see the Media Center to replace a lost OHS ID card.

2) Students who arrive at the Commons after 8:30 am will not be admitted.

3) Students can only make up 3 hours per Saturday. Students will sign in and state for which class and period they are making up time.

- 4) Electronic devices must be turned off and put away. Any exposure or use of an electronic device will result in dismissal from make-up time with no credit for time served.
- 5) The dress code is in effect during make-up time. Hats, hoods, etc. are prohibited. Violations will result in dismissal from make-up time with no credit for time served.
- 6) No food or drink is permitted except bottled water.
- 7) Talking and other forms of communication are prohibited during make-up time. Violations will result in dismissal from make-up time with no credit for time served.
- 8) Students are not permitted to sleep, put their heads down, or lean on tables during make-up time. Students must remain facing forward at all times. Violations will result in dismissal from make-up time with no credit for time served.
- 9) Students are to work on class assignments or complete sustained silent reading during make-up time. Playing cards and calculator games are prohibited.
- 10) Any Student Code of Conduct violation committed during make-up time may result in a discipline referral. Disrespect to staff or disruption of make-up time will result in an out-of-school suspension.
- 11) Students may begin to make-up time only after accruing 9 or more unexcused absences.
- 12) Students are not allowed to “bank” make-up time. You must have 9 unexcused absences before attending make-up time.

Questions regarding make-up time may be directed to the Attendance Office.

Students will not be permitted to enter Make-up Time without work/assignments to complete

Saturday School Dates

1st Semester

October 22, 2016
November 5, 2016
November 12, 2016
December 3, 2016
December 10, 2016
December 17, 2016

2nd Semester

April 8, 2017
April 15, 2017
April 22, 2017
April 29, 2017
May 6, 2017
May 13, 2017
May 20, 2017