

POLICY 5.5: ATTENDANCE FREQUENTLY ASKED QUESTIONS

1. Can my child make up work for any absences?

Make up work is allowed for full credit and grade for **excused** absences within guidelines for Policy 6000.1: Student Progression Plan.

Make-up work is allowed for unexcused absences with the following stipulations:

- **Elementary Schools:** Make-up work is allowed for full credit and grade, submitted within two days of each absence. Previously assigned work is due the day of return.
- **Middle Schools:** Make-up work is allowed for full credit and grade. For high school courses taken at the middle school level, high school guidelines below apply.
- **High Schools:** Make-up work is allowed for unexcused absences. Teachers may, at their discretion, record a 10% reduction in the grade for tests and major projects that meet standards or proficiency. At their discretion, teachers may record the lowest passing grade (i.e. "D" or "60") for homework assignments, unless less than 50% of the work was successfully completed.

2. How much time does my child have to submit make-up work?

Make-up work must be submitted within two days, not including the day of return, for each day of an absence. Previously assigned work is due the day of return. Under extenuating circumstances and at teacher's discretion, additional time may be allowed.

3. Will the teachers provide my child with the make-up work?

Teachers will have the make-up work available, but it is the student and family's responsibility to get the make-up work. Options include accessing the work on-line, picking up the work at school, or by getting notes and assignments from classmates.

4. Is there a deadline to get absences excused?

Parents have 2 days (48 hours) in which to report, i.e. the day before, the day of and the day after the absence.

5. What should I do if the school records my child's absence as unexcused when it was an excused absence?

Immediately contact the school and provide documentation with a request to have the absence corrected. Follow up with the school administrator if necessary.

6. What are the acceptable reasons for an excused absence?

The Attendance Policy allows eight reasons for an absence to be excused. The reasons are: illness of student, illness of an immediate family member, death in the family, religious holidays of the student's own faith, required court appearance, special event, scheduled medical or dental appointment, or student having, or suspected of having a communicable disease

7. Can my 18-year-old student sign himself out of school?

No. Regardless of age, parents are responsible for providing excusal for absences, tardiness, and early sign-outs for their child.

8. How do I ensure that the school has my current contact information?

Immediately notify the registrar and/or school counselor at your school if your telephone number and/or address changes.

9. How do I access the Attendance Policy?

- The Attendance Policy and other attendance resources can be accessed on the Student Services Department website at: <http://browardstudentservices.com/attendance/>
- The Broward Schools Website includes all District Policies at <http://www.broward.k12.fl.us/sbbcpolicies/>