



Attendance during the pandemic will be taken according to F.S. 1003.23. Whether a student is reporting to the school campus or in the Digital Academy, **attendance should be taken daily**. Please note the following attendance procedures for all students.

Take Attendance Daily:

- For Brick & Mortar & Digital Academy students
- In every period
- In Focus
- Preferably within 15-20 minutes or by the end of class (since check in time for DA students may vary for each teacher)

Teacher Attendance Codes

Use the following codes when marking attendance in Focus

- A-Absent
- R- Unexcused tardy (up to 10 min late)
- T- Tardy (excused tardy; usually entered by attendance office)
- L – Late more than 10 min. tardy to class
- The teacher enters an L at the 4th tardy and every 4th tardy thereafter

✓ 4 UNEXCUSED TARDY's = A LATE

✓ A LATE = AN UNEXCUSED ABSENCE

✓ 4 or more UNEXCUSED ABSENCES - may result in a **F**AILING GRADE

Taking attendance for Both DA and BM Students:

- According to the attendance policy, a student should be marked **Late** if a student arrives more than 10 minutes after class begins.
- Likewise, a student should be marked **Absent** after 20 minutes of not attending class. If a student arrives or logs in to a class more than 20 minutes late, the teacher should record the time the student enters the class for record keeping.
- The admin will not be able to assign detentions for DA students who are unexcused tardy. However, lack of participation and unexcused absences can negatively affect a student's grade.

For BM students only:

Teachers will track unexcused tardy students.

Teachers' doors will remain locked at all times. All tardy students must have a pass from the office to enter the classroom.

Tardy consequences:

- 1st & 2nd Tardy – Verbal warning (teacher can make parent contact on the 2nd violation)
- 3rd Tardy – Parent Contact
- 4th Tardy - Discipline Referral is written. Lunch Detention in the cafeteria.

Students who are tardy at the start class (3rd/4th periods) and after lunch will be assigned lunch detention by admin. Teachers do not have to write a referral for the double tardiness.

**Tracking Truancy**

- Attendance tracking – to record in Focus a teacher, counselor or administrator's attempts to contact a parent.
- Every teacher will enter attempts to contact a parent when unexcused absences increase to five or more.
- Every teacher is a primary teacher so do not wait for another person to report the absent student. You are the one. 😊

Level of Unexcused Absences to track Truancy

- Level 1--5 or more unexcused absences – The teacher/guidance counselor begins the tracking process by making parent contact and entering in Attendance/CSAP section in Focus.
- Level 2--10 unexcused absences – The teacher/guidance counselor continues the tracking process. The student is referred to PBIS.
- Level 3-- 15 or more unexcused absences-- The student is a habitual truant. The administrator of attendance prepares a CSAP to submit to Intervention Services

How to Enter Parent Contact in Focus?

- Enter students' name in Student Info
- Click on CSAP/Attendance link
- Go to Attendance Tracking Contact
- Enter information in the pull down menu
- Click save at the top right

Other Codes--Entered by the Attendance Office

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| • B-Skipped Class | I-Illness |
| • C-Clinic | M-Medical |
| • D-Detention | S-Suspension |
| • E-Excused | O-Other (used for Testing) |
| • F-Field Trip | Q-Opportunity for Improvement (OFI) |
| • G-Religious | W-Pending (office is waiting for notes) |

Excused Notes from the Parent Must Include:

- ✓ **NAME, GRADE, DATE OF ABSENCE, REASON, PARENT SIGNATURE AND PHONE NUMBER**
- ✓ Submit all notes to the attendance office **within 5 days of absence**.
Parents/students can place notes in the drop box located in front of the attendance office or parents can email to the attendance office upon request.
- ✓ **Notes are excused for the following reasons:**
illness/medical, death in the family, legal reasons, financial conditions, religious holidays and pre-arranged absences. **Notes written for family emergency are not acceptable notes.** Reasons must be specific and fall under the above-mentioned categories.
- ✓ Medical & court appointments require documentation from the service provider.
- ✓ Religious holiday absences require a completed form located on-line or in the attendance office.
- ✓ Pre-arranged absences require prior approval from an administrator; student must complete the pre-arranged absence located on-line or in the attendance office.
- ✓ Students **MUST SIGN OUT IN THE ATTENDANCE OFFICE WITH PARENT PERMISSION** when leaving campus for illness and all appointments.

- ✓ Parents/guardians MUST SHOW A PICTURE ID when checking out students in the attendance office.
- ✓ EXCESSIVE UNEXCUSED ABSENCES MAY JEOPARDIZE PARTICIPATION IN SPORTS, SCHOOL SPONSORED CLUBS & EXTRA CURRICULAR ACTIVITIES.

Detailed procedures on attendance are located in students' agenda books on Leon's website: www.leonschools.net/leon