



## HAROLD H. CLARK ELEMENTARY SCHOOL Attendance Policy



All students are expected to be in attendance each day unless they are ill or a family emergency arises. Instruction begins at 7:40 A.M. If a student is not in their classroom at 7:40 A.M., he/she must be escorted by a parent to the front office to sign-in.

### **Notification of Absences**

It is mandatory in the Hillsborough County School District that parents report their child's absence. To report an absence, call 631-4333, option #1 by 9:00 A.M. on the day of the absence. Please leave the following information on the recording:

1. Your child's name (please spell-out the last name)
2. The name of your child's teacher
3. Your name and telephone number
4. The dates your child will be absent

You will receive a district generated phone call to verify your child's absence (even if you have already called to report the absence). As per district policy, when a student accumulates five absences during a nine-week grading period, the parent will receive notification. In addition, when a student accumulates ten unexcused absences (not including suspensions) within a 90-calendar day period, a computer generated letter will be sent to the parent or guardian. Students who display a pattern of non-attendance may be required to present medical evidence.

### **Excused Absences**

Examples of excused absences are:

1. An illness of the student or a medical/dental appointment
2. A death in the immediate family of the student
3. An observance of established religious holiday
4. A preplanned absence for personal reasons that is acceptable to the principal or designee
5. A subpoena by a law enforcement agency or a required court appearance
6. Any emergency for a reason acceptable to the principal or designee (severe weather, fire/flood to the home, incident on the way to school)

### **Unexcused Absences**

Unexcused absences – absences that:

1. Are caused by truancy of the student
2. Are caused by an out-of-school suspension

### **Make-Up Work**

A student who has been absent and whose absence is excused is permitted to make up the work missed after returning to school. Parents should contact the school and request make-up work at least 24 hours in advance.

Thank you for helping us form lifelong habits of good attendance in our students.

### **Please return this portion to your child's teacher tomorrow:**

I have received and support the District Attendance Policy. I am aware of my role as parent/guardian to ensure my child is in attendance regularly and on time for classes.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_