

ATTENDANCE



Cape Coral Charter Schools Basic Attendance Policy is that every student is expected to be on time and present each school day. Regular attendance is essential for a student to make use of the educational opportunities we provide. Parents are solely responsible for their children's regular school attendance.



If a student is absent from school, it is their responsibility to make up the work missed during this time. If a student misses more than one day, the parent may contact the school to collect information about missed assignments. Teachers should be given a full day to prepare missing assignment packets.



Same day requests may not be honored. For making up work, students will have the same number of days missed plus one day for completion.



REPORTING ABSENCES

Parents must report a student's absence by scanning the designated QR Code Card provided by the school.



EXCUSED ABSENCES

Absences may be considered excused for the following reasons:

1. Illness of the student
2. Illness of an immediate family member
3. Death in the immediate family
4. Observance of religious holidays of the student's faith
5. Scheduled medical or dental appointments (documentation from a physician or dentist is required)
6. Required court appearance or subpoena
7. **Special Events:** Important public functions, conferences, or state/national competitions related to school activities, as well as exceptional family circumstances. Prior approval from the principal or designee must be requested at least **five (5) days** in advance.
8. Students who have, or are suspected of having, a communicable disease or infestation that can be transmitted to others will be excluded from school and may return only when they no longer pose health risk.

MAKE-UP WORK



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Students with excused absences are permitted to make up missed assignments for credit. Upon returning to school, students will be given the number of days absent plus one additional day to complete all missed work.

TARDINESS



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1. Parents must follow the same procedure to excuse a tardy as they would for an absence.
2. Excessive tardiness will be addressed on a case-by-case basis to determine whether a pattern of nonattendance exists.
3. Tardiness with any class without appropriate documentation may be considered unexcused.
4. Habitual tardiness is defined as six (6) or more tardies to school or to an individual class within a quarter. For enforcing compulsory school attendance, three (3) unexcused tardies or unexcused early sign-outs may, at the discretion of the principal, be considered equivalent to one (1) day of absence.
5. The principal may excuse tardiness due to extenuating circumstances.
6. Unless excused under this policy, accumulated tardiness may be recorded as unexcused absences.

EARLY SIGN-OUTS



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1. Students will not be released after **2:30 p.m.** unless the principal determines the situation constitutes an emergency.
2. Excessive early sign-outs will be reviewed on a case-by-case basis to determine whether a pattern of non-attendance exists.
3. For enforcing compulsory school attendance, three (3) unexcused tardies or unexcused early sign-outs may, at the discretion of the principal, be considered equivalent to one (1) day of absence.

HABITUAL TRUANCY



A student who accumulates fifteen (15) unexcused absences within ninety (90) calendar days, with or without the knowledge or consent of the parent or guardian, will be considered habitually truant.

The School Board authorizes the Superintendent to notify the students and their parents or guardians regarding excused absences. Five (5) unexcused absences, or absences for which the reason is unknown, within a calendar month:

- Ten (10) unexcused absences, or absences for which the reason is unknown, within a ninety (90) calendar-day period; or
- More than fifteen (15) unexcused absences within a ninety (90) calendar-day period.