

Attendance Policy

The Florida Compulsory Attendance Law requires every school age child attend school for 180 days or the hourly equivalent. In compliance with Florida Statute Section 232.10, UCA requires a written excuse notice explaining the absence and must be signed and dated by a parent or guardian upon return to school. Students absent from school may not participate in any after school (extracurricular) activities for that day.

Students absent more than 20 days in a school year or five days in a quarter (9 weeks) place their promotion in jeopardy.

Excused Absence

Work will be made up with no grade penalty. Students receive one makeup day for each excused day of absence. It is the responsibility of the student to make up missed work.

VALID EXCUSED ABSENCE:

- ☒ Personal illness or injury (after the third day, a doctor's notes is required)
- ☒ Serious illness or death in the family.
- ☒ Medical appointments when communicated to the office in writing.
- ☒ Court appearance for the student with documentation.
- ☒ Educational, family and church trips with pre-approval by the administration.
- ☒ A doctor's note must be provided to be excused from P.E.

UNEXCUSED ABSENCE

- ☒ A foreseeable absence that was not pre-arranged
- ☒ All non-emergency absences for the convenience of the parent of the student (examples, including but not limited to: parents allowing older siblings to care for younger siblings, babysitting so parents can work, sleeping late, traffic, vacations, etc.)
- ☒ Accumulated tardies or early releases. 3 tardies = 1 unexcused absence

Tardy Policy

Each Student must arrive to school by the appointed start time of 8:30am. If a student arrives after their start time, they will be marked late. Each student will be allowed to receive up to 4 tardy slips per quarter.

By the 3rd tardy, the parent/guardian will be notified and warned of the approaching 4th tardy. If a student exceeds the tardy allowance within the quarter will be considered in

violation of the policy and a parent conference with the principal will be held to discuss further actions. Student's academic achievement maybe in jeopardy.

Excused Tardy

The student and parent **MUST** come to the Academy office to sign in the student.

VALID EXCUSED TARDY:

- ☒ Vehicle problems (flat tire, car not starting, etc.). Please call the office to inform us about the emergency.
- ☒ Accidents on major highways and roads causing major traffic delay (typically, UCA will be informed through the radio, other families, and/or staff)
- ☒ Morning medical appointments-teacher and/or office must be previously informed and requires a doctor's note upon arrival to school.
- ☒ Waking up late or leaving home late will **NOT** be an Excused Tardy.

UNEXCUSED TARDY PER 9 WEEKS

- ☒ 1st tardy: the student will receive a verbal warning.
- ☒ 2nd tardy: a note will be sent home warning of the following course of action.
- ☒ 3rd tardy: the parent/guardian will be contacted. This counts as 1 unexcused absence.
- ☒ 4th tardy: the parent/guardian will be contacted for a conference to discuss further action.
- ☒ Students with excessive tardiness may be placed on probation. Student will not be eligible to receive a Perfect Attendance award or participate in extracurricular activities.
- ☒ 3 Consecutive tardies will equal 1 unexcused absence.

Unexcused tardiness will be noted on the student's Progress Report.