

Venice High School

Student Attendance Procedures

Absence Procedure

Absent notes must be emailed to 0221-attendance@sarasotacountyschools.net within 3 days of the absence and include the student's full name, date of absence, and **reason** for absence, tardy or early dismissal. **ALL NOTES** without a **REASON** for absence will not be processed!

*****A doctor's note may be required after excessive absences. Nine in a semester and/or 18 in a school year are considered excessive. *****

*****Any student who has 15 unexcused absences within a rolling 90-day period is considered habitually truant and will be reported by the Superintendent to the Department of Highway and Safety and Motor Vehicles resulting in suspension of a driver's license or permit. *****

Early Dismissal Procedure

*****PARENTS*****

All parents picking up students for early dismissal may remain in their vehicle; the student will be permitted to meet them out front once they sign out.

IF A STUDENT IS NOT FEELING WELL, THEY MUST LEAVE THROUGH THE CLINIC

There will be no students dismissed after 1:45 unless previously arranged.

- All early dismissal notes must be emailed to:
0221-attendance@sarasotacountyschools.net **before 9:30 a.m.** the day of the dismissal. The note must include the **reason** for leaving, dismissal time, date and student's full name.
- Once an email is sent, the student can come by the attendance office to obtain an early dismissal pass which will excuse them from class at dismissal time.
- If a student returns to campus that day, he/she will report back to the attendance office, sign in with their return time on the yellow clipboard, and time stamp the back of the yellow early dismissal pass, giving them entry back to class.

Tardy Procedure

- All tardy notes should be emailed to:
0221 attendance@sarasotacountyschools.net. Please make sure the student's full name, approximate time of arrival, **reason**, and date of tardy is included in the email. **If the tardy is due to an appointment**, please send the email after the appointment along with the note from the appointment.
- First period starts at 7:30 a.m. If a student is late to school and it is during 1st period, they go straight to 1st period. The first period teacher will mark them tardy when they arrive to class.
- Tardy sign in starts 2nd period. Students will sign in on the pink tardy sheet then write their own pass and time stamp it.

Acceptable reasons to excuse a tardy fall under the same rules as excused absences.

Pre-arranged Multi-Day Absence Procedure

- Students who know they will be absent in the future for more than one day will need a parent/guardian to email a note to:
0221-attendance@sarasotacountyschools.net. The note must include the student's full name, dates of pre-arranged absence, and **reason** for absence.
- Once approved by the administration, the teachers will be notified, and the absences will be excused.
*****The student must complete all assignments assigned by the teachers within once full calendar day for each day missed. *****

Acceptable reasons for an Excused Absence

- Student illness (if documented by parent/guardian or medical doctor).
- Observance of a religious holiday/service by members of student faith.
- Medical or therapeutic appointment with documentation.
- Death or documented major illness in the immediate family.
- Subpoena by law enforcement agency or mandatory court appearance.