

## STUDENT RESPONSIBILITIES

- Be knowledgeable of and comply with the CCHS Attendance/Tuancy Policies and Procedures.
- Attend every class daily.
- Monitor grades, attendance, assignments, etc. on a daily basis.
- Be in class on time.
- Excuse every absence following school procedures.
- Make - up any missing work

## PARENT/LEGAL GUARDIAN RESPONSIBILITIES

- Be knowledgeable of and follow school rules and procedures.
- Monitor attendance and academic progress of your child.
- Attend scheduled meetings.
- Notify the school registrar of changes in contact information.
- Excuse your child's absences following school procedures.
- Take an active role and be knowledgeable of your child progress. Make it a point to meet your child's teachers, guidance counselor, and school-based support resources as needed.

## SCHOOL RESPONSIBILITIES

- Implement policies and procedures to enforce compulsory school attendance laws.
- Keep accurate attendance records.
- Respond in a timely manner to every absence for which the reason is unknown of students enrolled in the schools.
- Conduct Attendance Child Study Team meetings with students and the parents of students exhibiting patterns of non-attendance.
- File a Truancy Court petition pursuant to the procedures set forth in Section 984.151, Florida Statutes in case the initial meeting does not resolve the truancy issue and a student intentionally will not comply with CHS truancy policies.

Please call us at 407 852-3400.

- \* Attendance—Ext 603
- \* Truancy—Ext. 603

Dear Bears, parents/ guardians: What remains most important is that you engage with your kids about education in a genuine manner. Be a positive force with regard to education. Ask questions. Be genuinely interested in what they do each day in school. Help them with their homework, or if it's above your understanding, sit with them while they complete their work. Take proactive measures to ensure their success. This positive approach to education will help your child achieve their potential and will promote long-term success as well.

Students with involved parents/guardians are more likely to:



Attend school regularly



Have a positive attitude towards school



Earn good grades



Produce good behavior



Have stronger family relationships

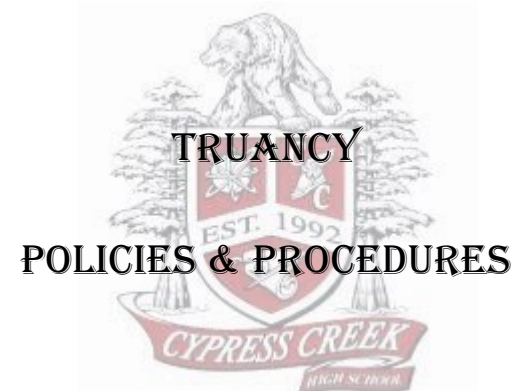
M, T, TH, F		W	
P1	7:20am - 8:14am	P1	7:20am - 8:04am
P2	8:20am - 9:10am	P2	8:10am - 8:50am
P3	9:16am - 10:06am	P3	8:56am - 9:36am
P4	10:12am - 11:02am	P4	9:42am - 10:22am
<b>A LUNCH</b>		<b>A LUNCH</b>	
	<b>11:02am - 11:32am</b>		<b>10:22am - 10:52am</b>
P5	11:38am - 12:28pm	P5	10:58am - 11:38pm
P5	11:08am - 11:58am	P5	10:28am - 11:08am
<b>B LUNCH</b>		<b>B LUNCH</b>	
	<b>11:58am - 12:28pm</b>		<b>11:08am - 11:38am</b>
P6	12:34pm - 1:24pm	P6	11:44am - 12:24pm
P7	1:30pm - 2:20pm	P7	12:30pm - 1:10pm

CYPRESS CREEK HIGH SCHOOL

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ORLANDO, FL 32824

407-852-3400



MARISOL MENDEZ  
PRINCIPAL



School attendance is ultimately the responsibility of the student and his/her parents/legal guardians. Daily attendance is the key to academic success; students should be absent from school only when necessary.

### Attendance/Truancy Policies and Procedures

1. Student absences are recorded as unexcused until the parent/guardian provide a written notice or valid documentation to the Attendance Clerk within 48 hours of the student's return to school. Notes received after 48 hours will not be accepted. Students are allowed five (5) parent notes per semester to excuse no more than two (2) consecutive days; medical/official documentation is required when the student is absent for three (3) or more consecutive days. Phone calls, emails or faxes are not acceptable communications for excusing an absence. Not all absences are excused, even if the parent sends a note. Requests that fall outside OCPS guidelines will be denied. The reasons for excused absences are limited to the following reasons:

- \* Illness or injury of student
- \* Illness or death of a member of the student's immediate family
- \* Recognized religious holidays
- \* Medical/dental appointments
- \* Court Dates

Pre-Arranged Absence due to extenuating circumstances or participation in an approved activity or class of instruction held out of school. The completion of a *Pre-Arrange Absence* form does not automatically ensure the absence will be excused. The Truancy Dean or grade level administrator will decide if the request will be approved or denied once proper documentation is provided. Completed forms must be returned to the Attendance Office at least five (5) school days PRIOR to the absence. Personal trips and vacations during school days are not excused absences.

If your child is absent due to a chronic illness or other unavoidable circumstances, please contact the school.

2. It is the student responsibility to complete all missing work upon return to school with respect to teachers' procedures.

3. **Truant students between the ages of 14 and 18 years with ten (10) or more unexcused absences will NOT be able to acquire/maintain a driver license or permit.** Petitions for reinstatement of driving privilege/eligibility for licensure will not be submitted for students who are not in compliance with attendance policies.

### Policies and Procedures (cont.)

4. Students who accumulate five (5) or more unexcused absences from school or ten (10) unexcused absences within a ninety (90) day calendar period, with or without the knowledge and/or consent of the parent/guardian, will be considered truant. **Failure to comply with the Florida Compulsory School Attendance Law includes legal consequences for students and parents / legal guardians.** If it is determined that a pattern of truancy is being developed, the following consequences will be enacted: truancy warning letter, warning conference, child study team referral, attendance contract, daily attendance log and other interventions as needed.

5. In case the initial interventions **do not resolve** the truancy issue and the student intentionally will not comply with the OCPS Attendance/Truancy Policies and/or demonstrate no interest in doing his/her part to resolve the attendance issue, **the Truancy Team may implement other interventions** including but not limited to: referral to agencies for family services and/or filing a truancy petition in the Circuit Court of Orange County pursuant to Section 984.151, Florida Statutes.

6. The school resource officer may take a student into custody when the officer has reasonable grounds to believe that the student is absent from school without authorization or is on campus while suspended or expelled and is not in the presence of his or her parent/legal guardian.

7. **There will be NO check out after 1:40 pm on regular days or after 12:40 pm on Wednesdays.** Students must report to his/her scheduled class and go to the attendance office when called by the Attendance Clerk. Students may not sit and wait for parents in the attendance office. Documentation must be presented if the student must be signed out at any other time. Parents/Guardians must come to the Attendance Office and present a valid legal form of photo ID to check out a student. There will be **NO** release or permission to release by note or phone call. **Only individuals listed on the students' contact sheet with a valid photo ID will be allowed to check a student out of school.** For safety reasons we are unable to make exceptions to this rule.

**Parents:** Please call for answers to questions related to attendance.

**Students:** Please visit the attendance office at the main campus for additional information.

### STATUTORY AUTHORITY

Sections 322.091; 322.1615; 1001.41; 1001.53;  
1003.25; and 1003.27, Florida Statutes

### **Learnfare**

**POLICY:** Students whose parents/legal guardians receive cash assistance (formerly Aid to Families with Dependent Children/AFDC) are required to attend school regularly.

If excessive unexcused absenteeism is determined to sufficiently jeopardize academic progress, the school shall report the student to the Department of Children and Families ("DCF") for non-compliance.

Each parent/legal guardian with a student aged six (6) to eighteen (18) years who is a recipient of cash assistance is required to have a school conference during each semester consisting of the following:

1. The conference must address acceptable attendance, grades, and behavior.
2. The conference must be documented and reported to DCF.
3. Verification of the conference is the responsibility of the parent/legal guardian or DCF; verification may be by telephone contact with a school official or by a written statement from a school official; and
4. The conference may be held at the school or by telephone. The parent/legal guardian is responsible for initiating and scheduling the conference.

