



Booker T. Washington Senior High School  
1200 NW 6<sup>th</sup> Avenue Miami, Florida 33136  
305-324-8900

Principal  
Rhonda Y. Williams I

Superintendent of Schools  
Alberto M. Carvalho

## **ATTENDANCE/TRUANCY/TARDY POLICIES**

### **AVOIDABLE ABSENCES**

Any absences that do not fit the excused absence category below are deemed avoidable absences. This includes family vacations, baby sitting for a younger sibling, or caring for and ill parent. While these circumstances are sometimes difficult to deal with, other arrangements must be made that does not affect the student's attendance. For pre-arranged absences prior approval must be made with the Mrs. Williams as well as teachers.

### **EXCUSED ABSENCES**

To excuse an absence the parents or guardians are required to write a note including the student's name, ID number, the date or dates the student was absent and the reason for this absence. This note must be turned in within three days after the student returns to school to the attendance office or the registration office from 7:00 to 7:25 am or at the beginning of their lunch time. In this manner parents can excuse 5 absences per semester; additional absences or 5 or more consecutive absences must include a doctor's note or another official document excusing the absence.

The following is a list of the only acceptable excused absences:

- Personal illness
- Death, attending a funeral or serious illness of an immediate family member
- Court appearance
- School-sanctioned activity or field trip
- Religious observance
- Indoor and outdoor suspensions are automatically excused absences

All students who turn in a note to excuse absences will receive a confirmation note. This note will be marked Excused or Unexcused. If the note is marked Excused the student will take it to their teachers. Teachers will then change the U2 to A2 in their grade book and provide makeup work to the students if requested. If the note is marked Unexcused the student must see Mr. Sanabria or Mr. Frazier to appeal the decision or to resolve the absence. Failure to do this will result in that student receiving a No Grade in their classes. Students absent without their parents' knowledge and permission are considered truant. These students may be disciplined and the absences cannot be excused

### **UNEXCUSED ABSENCES**

Any and all absences from class are considered unexcused until excused by following the proper procedure:

An "F" will be issued for class work done the day of an unexcused absence and for assignments to be turned in the day of the absence. Parents will be notified by phone or letter of the unexcused absence. **District policy requires that all unexcused absences must be resolved by contract or a No Grade will be issued automatically.**

Rule **6Gx13-5A-1.041** of Miami-Dade County Public School Board Attendance Policy states that teachers can also assign No Credit (NC) to students that accumulate 5 unexcused absences in a semester course or 10 unexcused absences in an annual course. Teachers will give written warnings to the students regarding No Credit with the progress report and two weeks prior to ending of grading period. Students can then appeal the No Credit to the Attendance Review Committee providing the proper documentation confirming that the absences in question are excused.

### **LEAVING CLASS/HALL PASSES**

Students are expected to be in the classroom to which they are assigned. Students who have the teacher's permission to leave the class must have a valid hall pass signed by the teacher. Students will not be excused from one class to do work in another class unless a written agreement is made with both teachers. Only during an **EMERGENCY** should students be allowed out of class during the first and last 20 minutes of the session. Hall Passes to the restroom should be limited and passes for snacks/personal messages should not be given.

**There should be NO student out of class without a pass! If a student is caught in the hallways after 2:15 they will be detained and questioned with or without a pass.**

### **LEAVING DURING THE SCHOOL DAY**

Since the school has legal responsibility for all students, students who leave school for any reason must be signed out in the attendance office so the school is aware of their absence and their destination. Students may not leave without a parent or guardian. Students who leave school without parent permission will be skipping. Such an absence will be unexcused and the student will be disciplined.

## LEAVING SCHOOL DURING LUNCH

Booker T. Washington has closed lunch shifts. Students will not be allowed to leave school grounds for any reason. Students who do not stay in the designated lunch area by the cafeteria will be considered truant. Instructors should follow the lunch schedule; students may not be given permission to attend multiple lunch shifts or to run "errands" during class.

## TARDY POLICY

Punctuality to school and class are important. It is the student's responsibility to get to class on time. Excuses like over sleeping, eating, stopping to get gas, using the telephone, talking to another student, or getting a personal item will be unexcused. Students need to be seated in class before the second bell rings at 7:30.

Teachers will start each class with a chalkboard assignment that students can work on individually as they arrive. Students arriving tardy unexcused to class will receive an F grade for any assignment missed and can not make up that assignment. Teachers should have a sign in sheet for students who arrive tardy that includes the time the student arrived.

### The policies for students who are tardy excused to school are as follows:

To excuse a tardy at the start of the day, a parent must accompany the student to the attendance office where they will receive an Excused Tardy Pass. The attendance code T should be used if the student arrives within 30 minutes of the start of class and T2 will be used for later arrivals, these codes will be used for all classes. A parent can excuse 5 days tardy per semester after that an official note will be required to excuse the tardy. If a teacher detains a student, it is the student's responsibility to get a pass from that instructor for the next class.

### The policies for students who are tardy unexcused to school are as follows:

1<sup>st</sup> block between 7:30 and 7:45 it is up to the teacher to provide appropriate discipline for the student. Students arriving after 7:45 must sign in at the cafeteria or the attendance office to get an "unexcused tardy pass" to class. The attendance code TU should be used if the student arrives within 30 minutes of the start of class and TU2 will be used for later arrivals, these codes will be used in all classes.

The following discipline action will be followed for those students tardy to school or to class.

1. Verbal warning
2. Parent contact
3. Lowering of conduct grade
4. Lowering of the academic grade because of missed assignments
5. Referral to an administrator
6. Will be detained for detention during first block (parent notified)
7. Saturday school (parent notified, referred to counselor)
8. SCSI (parent notified)
9. Suspension (parent notified)
10. Failure or NO Credit (parent notified)

## UNIFORM POLICY

Students are required to be in proper uniform and appropriately dressed. Pants must be worn on the waist. Students wearing pants below the waist will be suspended from school for indecent exposure and the parent or guardian will be contacted. If any student continues to be defiant they will be recommended for an alternative educational setting. Hats or any head covering will not be allowed. Skirts must be worn in an appropriate length and the midsection of all students must be covered.

## ELECTRONIC EQUIPMENT

Students must conceal cellular telephones, game systems, MP3 players and all other electronic devices in a back pack, pocket, purse, or other container during the instructional day and they should be on silent or off setting. The school will not be responsible if any of these devices are lost, damaged or stolen. Administrators and teachers will confiscate any of these devices if they are seen on school grounds. (Page 36 Code of Student Conduct)

**Report cards and progress reports will be distributed to the students in 1<sup>st</sup> period on the following dates:**

**Progress report dates are: (approximate)**

**1<sup>st</sup> 9 weeks:** September 23, 2008

**2<sup>nd</sup> 9 weeks:** December 05, 2008

**3<sup>rd</sup> 9 weeks:** February 26, 2009

**4<sup>th</sup> 9 weeks:** May 07, 2009

**Report card dates: (approximate)**

**October 30, 2008- (end of 1<sup>st</sup> 9 weeks 10/23/08)**

**January 23, 2009- (end of 1<sup>st</sup> semester 1/15/09)**

**April 03, 2009- (end of 3<sup>rd</sup> 9 weeks 3/26/09)**

**June 11, 2009- (end of 2<sup>nd</sup> semester 6/04/09)**

**Upon signing this form I understand and accept the attendance policies at Booker T. Washington. I also recognize that not following the parameters of these policies may lead to corrective measures.**

**Student's Signature:** \_\_\_\_\_ **ID#:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administrator/Dean/Counselor's Signature:** \_\_\_\_\_