Westglades Middle School
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August 11, 2025

Dear Parent/Guardian,

As part of our commitment to ensuring the success and well-being of all our students, we have established a clear attendance policy that encourages regular and punctual school attendance.

Students who are chronically absent/tardy to school may experience significant impacts to their education because habitual absences/tardies hinder their ability to learn new material, accelerate deficiencies in core subjects, decrease performance on standardized test, and decrease their chances of college admission and increase the risk of dropping out of school due to missed instruction and disrupted learning continuity.

Chronic absenteeism can also dramatically affect their social development through limiting peer interactions causing negative impacts as an adolescence that develop increased adversity with relationships with others.

Below is our school contract which outlines the expectations for attendance this school year, as well as the steps we will take to monitor and support our students in meeting these expectations.

Expectation of Attendance: Your child will attend school regularly and arrive to school on time. The amount of time students miss is calculated by minutes, and if students arrive late to school, are checked out early, or are absent completely from the school day, the minutes are added to reflect the number of class periods and days a student is not in attendance. This will all count towards overall absenteeism.

Notification of Absences: If your child is unable to attend school due to illness or another valid reason, we request that you notify the school in advance or as soon as possible. **All absences whether they are excused from the list below, unexcused, or out of school suspensions will be calculated in a student's overall attendance.**

Approved Reasons for Excused Absences from Policy 5.5 (Attendance)
Parents should report the reason for an absence within two school days. If requested by the school, the parent must provide documentation of an illness from a licensed health care practitioner.
Students must be in school unless the absence has been permitted or excused for one of the reasons listed below:

a. Illness of student (Physical or Mental Health)
b. Illness of an immediate family member
c. Death in the family
d. Religious holiday
e. Required court appearance or subpoena

f. Special event (academic or school related events)
g. Scheduled medical or dental appointment
h. Student has a communicable disease

Students on field trips, attending alternative to suspension programs, or in internal suspension programs are not considered absent.

Attendance Definitions: SBBC Policy 5.5 outlines definitions concerning attendance.

a. **Regular Attender:** A student that attends more than 95% of the academic school year. A regular attender's absences range from 0 to 4.9% of school days. At the end of a 180-day school year, a regular attender may miss from 0 to 8 school days.
b. **Pattern of Nonattendance**: A pattern of nonattendance may be developing if a student has 5 unexcused absences within a calendar month or 10 unexcused absences within a 90- calendar-day period.
c. **Chronic Absenteeism:** When a student's absences total 10% or more school days for any reason, including excused and unexcused absences, and out-of-school suspensions.
d. **Habitual Truancy**: A student who accumulates 15 unexcused absences within 90 calendar days. In this definition, "calendar days" refers to all the days in a month, including weekends and holidays (F.S. s. 1003.01(8)).

10-10-10 Rule: Consequences of Continued Absenteeism: If attendance is not regular, further steps will be taken, including additional meetings and potential involvement of school support staff or the district.

a. **Lose privilege for field trips, athletics and other school-related activities**
   i. Loss of privileges for students will occur if:
      1. students accumulate 10 absences from school
      or
      2. students accumulate 10 tardies from school
      or
      3. students accumulate 10 sign outs from school
   ii. This includes excused and unexcused absences, and out-of-school suspensions.
   iii. If students are late due to School Board transportation issues, it will not count against them.
   iv. We will not count absences for students for February 14th early release day or the Take Your Child to Work Day.
   v. Ex: If you have 9 absences, 10 sign outs, and 3 tardies, you do not lose privileges. You have not exceeded 10 in any category.

Support: We are committed to providing support to your child to help them improve or continue to have good attendance, whether that includes counseling, academic assistance, or other resources.

By signing below, you are indicating that you have read and understand our goals for your child and their regular timely attendance at school.

_____	_____	_____
Print Student Name	Student #	Date
_____	_____	_____
Print Parent Name	Signature	Date