



Attendance Procedures

The attendance procedure for the school is located on our School website:
waterspringes.ocps.net

Absences/Early Dismissal

- Your child is excused for absences due to illness, religious holidays and other special circumstances outlined in the OCPS Attendance Handbook
- School board Policy requires parents to notify the school in writing when children are absent from school. Send absence notes to your child's teacher or email it to waterspring_es@ocps.net
- Doctor's note, Email or hand written notes are acceptable means for excusing absences
- The excuse note must be provided within 2 school days of the student returning
- After 5 written notes, a doctor's note will be required

Arrival

- Students should be in class and seated between 8:35 and 8:45 AM. **Students are considered tardy after 8:45 AM.** Students arriving after 8:45 AM must go to the office for an admittance slip before reporting to the classroom. We value every minute with your child and believe he/she benefits from a full day with the teacher. You will be contacted if your child is frequency tardy.

Attendance Handbook

Student Attendance/Policies and Procedures

The Superintendent's attendance procedures shall outline the responsibilities within the school system including, but not limited to, the following:

- School attendance is the responsibility of the student and parent/legal guardian.
- Students shall begin each new school year with zero (0) absences.
- All school personnel shall encourage regular attendance.
- Schools shall publish and distribute their attendance procedures to students and parents/legal guardians.
- On a daily basis, student absences will be recorded as unexcused until an acceptable excuse has been provided by the parent/legal guardian indicating the reason for the student's absence. The principal has the ultimate authority to decide whether an absence shall be excused.

Attendance documentation must be submitted to the school within 48 hours of the student's absence. The principal may extend this deadline beyond 48 hours.

- **Early student departure during the last hour of the school day is strongly discouraged.**
- If a student is repeatedly absent from school due to illness, the school is authorized to require the parent/legal guardian to provide a written physician's statement for each subsequent absence to be considered excused.
- Absences shall be excused for the following:
 - o Illness, injury, or other insurmountable condition;
 - o Illness or death of a member of the student's immediate family (OCPS practice has been to define immediate family as the student's mother, father, brother, sister, stepmother, stepfather, step-siblings, and other relatives who live in the student's home);
 - o Recognized (or established) religious holidays and/or religious instruction;
 - o Medical appointments;
 - o Legal appointments;
 - o Participation in an approved activity or class of instruction held at another site;
 - o Prearranged absences of educational value with the principal's prior approval;
 - o Pediculosis (head lice) infestation (up to four (4) days per school year); or
 - o Catastrophic disasters that significantly impact the life of the student (e.g. loss of residence from natural disaster).