



GENERAL POLICIES FOR STUDENTS

I. Attendance

Florida State Statutes require that parents assume responsibility for their child's attendance. Regular and punctual attendance is a vital part of the educational program and should be considered a top priority by students and parents.

Absences (Unexcused), Tardy, Late

1. Reporting Absences/Tardiness

Parents or guardians must report all absences and medical appointments to the Attendance Clerk (412-5855) by 9:00 a.m. on the day of the absence or appointment.

Definitions:

- a. Tardy – Arrival to school/class after the designated start time within a 5 minute period. If tardy to 1st period class, students must sign in with the Attendance Clerk and obtain a pass before going to class. If students are tardy to periods 2-7, they will not be admitted without a pass from Attendance Clerk or Teacher. Reasons for tardy shall determine whether it will be considered excused or unexcused.
- b. Late – Arrival to school/class more than 5 minutes after designated start time. Students who are late to class will not be admitted without a pass from Attendance Clerk, Dean or Principal. **TEACHER PASSES WILL NOT ADMIT STUDENTS WHO ARE LATE** to school. Reasons for late arrival to school shall determine whether student's excuse slip will be considered excused or unexcused.

Any student that is issued an unexcused tardy shall be admitted to class and may be assigned a minimum 1 day of after school detention and/or cafeteria duty.

Any student that is issued an unexcused late pass shall be admitted to class and **will be** assigned a minimum of 3 days of after school detention and/or cafeteria duty.

Class grades **will be** impacted by excessive tardiness, lateness and absenteeism by using the following formula:

- An accumulation of **4 Tardy** passes (**excused or unexcused**) in any one marking period will equal 1 Unexcused Late
- An accumulation of **3 Unexcused Late** passes in any one marking period will constitute a **Mandatory Parent/Guidance Conference** to inform parents of potential academic implications for continued tardiness



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Fax: (850) 421-5896

- An accumulation of **5 Unexcused Late passes** for any one class in a single marking period will constitute **an automatic class failure** for that class and student will be placed on an Attendance Contract for the duration of the semester and/or school year.
- An accumulation of 5 or more unexcused absences in any one marking period will constitute **an automatic class failure** in the affected class or classes.
- The assigned teacher of the student must notify the Dean and/or the principal of a student's excessive tardies to class. This information must also be entered into FOCUS by the student's teacher.
- The attendance Clerk will provide each principal with a monthly report of students with excessive tardies to school and to class.

Students are required to sign out with the Attendance Clerk if they leave school before the regular dismissal time. A parent or guardian must personally sign the student out before the student may leave campus. Parents must report to the Attendance Office to sign out the student. Parents may not remove students from the individual classrooms without following proper established protocols.

Students who become ill during the school day must report to the Front office for further instructions.

Failure to sign in or out with the Attendance Clerk will result in the absence being coded as unexcused.

2. Excused Absences

Students will receive an excused absence for the following reasons:

Student/Family Illness

Death in the family

Religious holiday

School counseling/Drug intervention program

Participation in a school-sponsored activity

Verified medical appointment

Family emergency (Automotive issues other than a reported accident do not constitute an emergency)

Approved educational pre-arranged absence

Discretionary Administrative approval

Written documentation verifying reason for absence should be submitted to DRS Attendance Clerk upon return to school. An official medical statement from an attending physician is required for any consecutive absences 3 days or longer. A pre-arranged absence request must be turned in to the administrative office at least ten (10) school days



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in advance of the intended absence(s). Pre-Excused Absence forms are available through either the Administration or Attendance Offices. The appropriate principal will review the request. If approved, the principal will notify the student, parent, and all teachers involved.

Seniors are allowed 3 excused days for college visits per semester provided a Pre-Excused Absence form has been submitted and approved per each visit. Additional college visit days will be unexcused.

Students with an EXCUSED absence will be allowed to make up missed assignments. **It is the responsibility of the student/parent to obtain missed assignments as a result of an excused absence.** All assignments must be completed within the time frame and of the quality standards required by the teacher. Long-term projects and papers are due on the original due date assigned.

If you anticipate that a student will miss three or more days of school due to illness, please call the Attendance Clerk. Arrangements will be made for assignments to be left at the main office to be picked up.

All other absences, **including out-of-school suspension**, are considered unexcused. **Teachers are not required to issue make-up work for unexcused absences. Make-up work for days missed due to unexcused absences may be given at the teacher's discretion.**

Students shall be excused from an examination, study, or work assignments for observance of a religious holiday, or if the tenets of his/her religion forbid secular activity at such time. The school principal shall implement this provision on an individual basis pursuant to Florida Statutes and School Advisory Board rules. No adverse or prejudicial effects shall result to any student who avails himself/herself to the provisions of this rule.

3. **Truancy Petition/Prosecution/Disposition**

Pursuant to Florida statues all students are subject to compulsory school attendance until age 16. If it is reported that the student has had at least 5 unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences for which the reasons are unknown, within a 90-calendar- day period pursuant to Florida Statute 1003.26, or has had more than 15 unexcused absences in a 90-calendar-day period, a school principal and or designee may file a truancy petition with the School Resource Officer and subsequent reports shall be investigated.

4. **Driver License Attendance Requirements**

A minor is not eligible for driving privileges unless that minor:

- a. Is enrolled in a public school, nonpublic school, or home education program and satisfies relevant attendance requirements;



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- b. Has received a high school diploma, a high school equivalency diploma, a special diploma, or a certificate of high school completion;
- c. Is enrolled in a study course in preparation for the Test of General Education Development (GED) and satisfies relevant attendance requirements;
- d. Is enrolled in other educational activities approved by the School Advisory Board and satisfies relevant attendance requirements;
- e. Has been issued a certificate of exemption;
- f. Has received a hardship waiver under this section.

B. Arrival/Dismissal

No student should arrive before 7:30 a.m. unless enrolled in an extended day class or before school program. Students in grades K-5 shall report to the cafeteria if they arrive between 7:35 a.m. and 7:55 a.m. Middle school students shall report to the Gymnasium. High school students shall report to Courtyard. No students are permitted in the buildings prior to and/ or after school without administrator/ teacher permission and supervision.

All students must be off campus per the times set forth by their divisions:

(Elementary) 3:15

(High School) 3:45

(Middle School) 4:15

The only exception to the above stipulation is that students are enrolled in an after school supervised activity.

1. Students in grades K-5 found unsupervised before 7:30 a.m. and after 3:15 p.m. shall be placed in a before-and/or after-school program. Students who fail to report to their before/after school program shall be considered insubordinate and shall be dealt with accordingly.
2. Students in grades 6-8 who are repeatedly found unsupervised before 7:30 a.m. and after 4:15 p.m. shall be placed in a before-school or after-school study hall program.
3. Students in grades 9-12 who are repeatedly found unsupervised before 7:30 a.m. and after 3:45 p.m. shall be placed in a before-school or after school study hall program.
4. Students who fail to go to the study hall when asked shall receive two days of After School detention.



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5. If a student in grade K-12 is repeatedly found unsupervised during their respective hours an administrative meeting will be held to determine appropriate action.

II. Dress Code/Uniform Policy

FAMU DRS Teachers and Administrators will enforce dress code policies that are listed below. DRS Students should dress in a manner that is respectable, well groomed and in compliance with both DRS policies and State of Florida Statutes (F.S. 1006.07). These policies are geared to promote self-respect, school pride and self-esteem while minimizing classroom disruptions and other factors that could inhibit quality instruction.

The Dress Code/Uniform Policy requires:

1. Boys to wear navy trousers, with white oxford shirt or white shirts that have collars and buttons, with no additional insignias or markings other than the official FAMU DRS/University logo. T-shirts should be worn under white oxford shirt and must be **ALL WHITE** with no visible print or writing. Shirts **must** be tucked in the pants. Pants shall fit snugly and securely around waist, navel and crotch area. **Sagging pants and pants with cut-off waist bands are not permitted.** A **BLACK BELT** must be worn with uniform pants with a buckle that **should not exceed the width of the waistband.**
2. Girls to wear plaid, navy pants, jumpers, shorts or skorts with white oxford, white polo shirts with collar and buttons, with no additional insignias or markings other than the official FAMU DRS/University logo. T-shirts that are worn under white oxford shirts should be **ALL WHITE** with no visible print or writing. Shirts **must** be tucked in the shorts, skirts or skorts. Shirts **must** be tucked in the pants. Shorts and skirts shall be worn at an appropriate length with a minimum 5-inch inseam on shorts and skirts to fingertips. A **BLACK BELT** must be worn with uniform skirts, pants, jumpers, shorts or skorts, with a buckle that **should not exceed the width of the waistband.** **APPROPRIATE UNDERGARMENTS** must be worn at all times.
3. Footwear should be **solid black** in color and cover the entire foot. Sneakers, tennis shoes, and common dress shoes are appropriate as long as they are **solid black**. Canvas sneakers, slides, thongs, flip-flops, slippers, and heels above two inches are prohibited.)
4. Sunglasses or unofficial headwear such as baseball caps (other than FAMU DRS Athletic Uniform caps during season), stocking, beret, bandana, headband, sleeve, frock, handkerchief, visor, headscarf, do-rag, or sock, are prohibited. Headwear and sunglasses must be kept out of sight inside book bags or in



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lockers. Winter hats shall be worn outdoors only in weather below 50 degrees. Head coverings worn or visible on campus will be confiscated. Parents must retrieve confiscated headwear within a week. After a week, confiscated headwear will be disposed of in a manner determined by the administration.

5. Tank tops, tube tops, halters, half shirts, bare backs, bare midriffs (abdomen) or spaghetti straps, low-cut necklines (showing cleavage), or see-through materials are prohibited.
6. Boys are permitted to wear earrings that are no larger than 8mm in diameter. Letters, insignias, emblems, hoops and any earrings larger than 8mm are prohibited.
7. Girls' earrings should include plain hoops and dangles not to exceed 2" in length and/or diameter and studs that are no larger than diameter. Letters, insignias, emblems, hoops and any stud earrings larger than 8mm are prohibited.
8. Physical Education uniforms are required for all P.E. classes, grades 5-12. The official DRS P.E. uniform consists of green gym shorts with the DRS logo included along with grey, white or green DRS t-shirt, appropriate gym shoes and athletic socks.

Note: *FAMU DRS reserves the right to waive the uniform code in observance of school events such as Homecoming, Football game days, and other designated events.*