



ABSENCE & ATTENDANCE

As of the 2026–2027 Student Handbook & Calendar

ABSENCE AND ATTENDANCE POLICIES

Handbook Page 7 | ABSENCE POLICY

Medical appointments, emergencies, sickness, and/or death in the family are considered the only legitimate excuses for an absence or tardiness. Port Charlotte Adventist School follows Florida State guidelines for school attendance. Please inform the class teacher or the Office about absences. More than 16 absences (excused or unexcused) per school year may result in the student repeating the grade.

§ Please note that three (3) tardies count as one (1) absence.

§ Students are considered Tardy if they arrive after 8:05 A.M.

Handbook Page 9 | ATTENDANCE

The school strongly discourages taking students out of school when school is in session. Credit for some schoolwork may be forfeited if the student cannot be in the classroom.

If a student is ill or will be absent or tardy for any unscheduled reason, parents must call the school by 8 AM to inform the school that their child will be absent or tardy and send a written excuse upon their return. Messages may be left the night before or before school hours on the answering machine.

Students will be excused for verified illness, medical, dental, or optometric service, quarantine, and bereavement. All other absences or tardiness will be considered unexcused. The student will be given one day to make up for the missed work for each day of school that was missed.

For grades nine and above, a student who is absent more than 10 school days in one 9-week period, for whatever cause, may forfeit that period grade, unless it is evident to the teacher that the student's work has been satisfactorily completed.

RELATED ATTENDANCE SECTIONS

Handbook Page 12 | DISCIPLINE — BEHAVIOR LEADING TO DISCIPLINE

§ Excessive tardiness (four tardies in nine weeks)

Handbook Page 15 | EMERGENCY CLOSING

If the Charlotte County Public School System dismisses early or closes because of threatening weather, PCAS will also close.

Handbook Page 15 | FIELD TRIPS

Throughout the year, teachers from all grade levels plan field trips that meet instructional goals. Field trips are a part of the learning experience for each student. All students are expected to attend. Students may attend field trips only if there is written parental authorization. All school regulations and policies will be enforced. A student's misbehavior prior to and/or during a field trip will jeopardize participation in field trip activities.

Handbook Page 17 | HEALTH — HEAD LICE

§ HEAD LICE: If a student has head lice, the parent MUST notify the school office. The student must stay home and be treated for two days before receiving clearance from the office to return to class. The parent must accompany the student to obtain clearance. Head lice information is available in the office.

Handbook Page 17 | HEALTH — ILLNESS

§ ILLNESS: Students should remain at home when they are ill. If a student becomes ill after arriving at school, the parent will be contacted to pick up the child.

Handbook Page 18 | LEAVING CAMPUS

§ Unless a parent gives permission to the teacher and/or administrative staff, a student is not to leave the school campus before the close of the daily school session.

§ Please remember to visit the office and sign out your child if you plan to pick them up early. If possible, please notify the class teacher or office staff ahead of time.

Handbook Page 21 | SCHOOL HOURS

Monday – Thursday 8:00 a.m. – 3:00 p.m.

Friday 8:00 a.m. – 2:00 p.m.

Unless your child is going to After School Care, he/she must be picked up by 3:15 p.m. . Monday through Thursday or by 2:15 p.m. on Friday.

Handbook Page 21 | SCHOOL PROGRAMS

School-sponsored programs, functions, and other miscellaneous occasions are part of the school curriculum. Please note that some of these events may take place outside of school hours including weekends. All students are expected to attend and dress appropriately for the occasion.

Handbook Page 21 | SCHOOL TRIPS

PCAS provides older students with a variety of experiences such as Outdoor Education, Music Festival, eighth grade class trips, mission trips, and other educational trips. The days spent on these trips are school days. However, they are also a privilege. Students must meet certain criteria to participate:

§ Satisfactory attendance (no more than 10 unexcused absences and tardies in a nine-week period)

Handbook Page 26 | TARDINESS

Education involves many different facets, and being on time is one thing that can help all concerned parties begin the day properly prepared, both mentally and physically. Interruptions are very distracting to the classroom teacher and the students. Students arriving after 8:00 AM must obtain a tardy slip from the school office before going to their classroom. Four tardies in a nine-week period are considered excessive. Medical appointments, emergencies, sickness, and or death in the family, are considered the only legitimate excuses for absences or tardiness. Three tardies equal one absence.

Port Charlotte Adventist School will follow Florida State guidelines for school attendance.