



## Cypress Bay School

### I. TARDIES (QUARTER)

- a. Unexcused
  - i. 3<sup>rd</sup> unexcused tardy - detention with parent contact
  - ii. 4<sup>TH</sup> UNEXCUSED TARDY WILL RESULT IN REFERRAL TO BEHAVIORAL SPECIALIST WHO WILL ASSIGN APPROPRIATE CONSEQUENCE.
- b. TOTAL Excused or Unexcused
  - i. 5<sup>th</sup> excused or unexcused tardy- parent contact notifying them that the next tardy student will be referred to Administration for a possible pattern of non-attendance. Documentation may be requested to justify excessive tardy pattern. Referral to Behavioral Specialist and Appropriate Consequence.
  - ii. 6<sup>th</sup> and all others for the quarter excused or unexcused tardy- referral for possible pattern of non-attendance. Documentation may be requested to justify excessive tardy pattern. Referral to Behavioral Specialist and Appropriate Consequence.

### II. ABSENCES

VERY IMPORTANT NOTE: ABSENCES MUST BE EXCUSED VIA A PHONE CALL OR NOTE THE DAY BEFORE, THE DAY OF, OR WITHIN 2 SCHOOL DAYS FOLLOWING THE ABSENCE OR IT WILL BE UNEXCUSED. {Example: Student is absent Monday and returns Tuesday.

Parent must excuse absence Tuesday or Wednesday).

- a. Class Cuts (skipping) - parent contact and referral to Behavioral Specialist
- b. Unexcused
  - i. 1<sup>st</sup> through 4<sup>th</sup> - parent contact. For Make-up work updated policy.
  - ii. 5<sup>th</sup>- parent contact notifying parent that the next unexcused absence will be referred to Administration for a possible pattern of non-attendance. Documentation may be requested to justify excessive absences. Referral to Behavioral Specialist for Appropriate Consequence.
  - iii. 6<sup>th</sup> and all others for the quarter. Referral to Administration for possible pattern of non-attendance. Documentation will be requested to justify excessive absences. Referral to Behavioral Specialist for Appropriate Consequence.
- c. Total Excused or Unexcused  
Please contact parents and refer students with 6 or more total absences (excused or unexcused) to Administration for a possible pattern of non-attendance. Documentation may be requested to justify excessive absences.

### III. SIGN INS

- a. Students are allowed FIVE sign ins per quarter that can be excused by a parent/guardian in person, via phone call **CBH\_sign\_in@browardschools.com** or note with a copy of the parent/guardian driver's license. Any other tardy that quarter will be unexcused unless the student provides formal documentation: doctor's note and/or court documentation.
- b. Students signing in without a parent present will use the automated signing system by scanning their ID badge.
  - i. Over 5 sign-in or sign-outs whether excused or unexcused may be referred to Administration for a possible pattern of non-attendance and documentation may be required.

### IV. SIGN OUTS

- a. Students are allowed FIVE COMBINED sign outs per quarter, that can be excused by a parent/guardian. This can be done by a parent/guardian in person, **CBH\_sign\_out@browardschools.com** or a faxed parent/guardian note with a copy of the parent/guardian driver's license. Any other sign out that quarter will be unexcused unless the student provides formal documentation: doctor's note, court documentation, and/or, travel documents. Please see the reverse of this form for detailed sign out registered procedures for drivers vs non-registered drivers.

### V. Make-Up Work

According to School Board Policy 6000.1



Cypress Bay School



Cypress Bay High School  
18600 Vista Park Blvd.  
Weston, FL 33332  
(754) 323-0350

CBH\_sign\_out@browardschools.com

## Student Sign Out Procedures



- ❖ Safety & Security are a top priority at CBHS. Our parents, community members, and staff have come together to update our student sign-out-procedures with the goal of creating a user friendly and safe process. Thank you to all involved stakeholders!

### Students Who Drive to School:

Parents/guardians must email: CBH\_sign\_out@browardschools.com with the following information on the day of dismissal:

- ❖ Date, time, and reason for sign-out
- ❖ Copy of the parent's driver's license or official government ID.

### NOTE:

Only registered drivers can sign-out of school via e-mail.

If a student does NOT have a CBHS Parking Decal they MUST register their vehicle, in advance, to sign-out.

If you have a CBHS Parking Decal you are already considered an approved registered driver.

Please do not send e-mails before the day of dismissal as they will not be answered.

### How to become a registered driver:

Please visit [this link](#) to register your vehicle. Print and submit your form to the Front Office along with the following:

- ❖ Copy of the student's driver's license
- ❖ Copy of the vehicle registration and insurance card.

NOTE: Students will NOT be able to sign-out using the e-mail process until their registered driver process is complete and approved.

### Non-registered Drivers:

Students who are not a registered driver must allow the traditional sign-out process. They may NOT use the email process.

### Traditional sign-out Process:

Parents / Guardians or designee, who are listed on the Student Emergency Contact file, must report in person to Student Affairs with their official photo ID.

### Siblings of Drivers:

- Students who are registered MAY have siblings sign-out with them but the following must be completed:
- Registered student MUST be listed on the siblings Student Emergency Card on file in Student Affairs.
- Parent / guardian must give permission via e-mail to CBH\_sign\_out@browardschools.com for sign out for the sibling to be released to be the registered driver. One e-mail is to be sent releasing the registered driver and adding a line to allow the sibling to be sent releasing the registered driver and adding a line to allow the sibling to be released to the registered driver. Be sure to include: date, time, reason, for dismissal, and a copy of the parent / guardian's driver's license or official government ID.

### Sign-out Reminders:

- Plan ahead we know emergencies arise, but students and parents need to make sure documents are up to date to ensure a smooth sign-out process.
- Students are NOT to leave their class or lunch period to wait for parents / guardian arrival.
- Student Affairs will call their class or security to have a student released.
- Students who leave class before being signed out will be sent back.
- There are no sign-outs allowed after 2:15 PM

Students are NOT allowed to use any car service, including Uber, Lyft, as a part of the dismissal process.



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## Attendance Letter Acknowledgement Form

Student's Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

First Period Teacher: \_\_\_\_\_

I acknowledge that I received and reviewed a copy of the Attendance Policy 2019-2020.

Parent / Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

❖ Please sign and return it to your child's FIRST period teacher.