



Book	Policy Manual
Section	5000 Students
Title	ATTENDANCE
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Status	Active
Legal	<p>F.S. 984.151</p> <p>F.S. 1002.20</p> <p>F.S. 1003.02</p> <p>F.S. 1003.21</p> <p>F.S. 1003.23</p> <p>F.S. 1003.24</p> <p>F.S. 1003.26</p> <p>F.S. 1003.27</p> <p>F.A.C. 6A-1.044, Pupil Attendance Records</p> <p>F.A.C. 6A-1.09512, Equivalent Minimum School Term for Compulsory Attendance Purposes</p> <p>F.A.C. 6A-1.09513, Parents' Responsibility for School Attendance</p> <p>F.A.C. 6A-1.09514, Excused Absences for Religious Instruction or Holiday</p>
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Last Revised	May 17, 2016

5200 - **ATTENDANCE**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session. School attendance is the responsibility of parents and students. Absences shall be reported to the school attendance office by the parent or adult student as soon as practicable.

In accordance with statute, the Superintendent shall require from the parent of each student of compulsory school age, or from an adult student, who has been absent from school or from class for any reason, a statement of the cause for such absence. The School Board reserves the right to verify such statements and to investigate the cause of each single absence.

In addition, educators have the responsibility to encourage regular attendance of students, maintain accurate attendance records, and follow reporting procedures prescribed by the Superintendent. Schools will record absent and tardy students in the automated student attendance recordkeeping system.

Provision shall be made for promoting school attendance through adjustment of personal problems, education of parents, and enforcement of the compulsory attendance laws and related child-welfare legislation. Accordingly:

- A. absences must be reported to the school by the parent or adult student as soon as practicable;

Failure to report and explain the absence(s) shall result in unexcused absence(s). The final authority for determining acceptability of the reason for the absence(s) shall rest with the Principal.

- B. teachers shall record absentees each period of the school day and report absences, excused and unexcused, as required by the school;
- C. insofar as possible, parents should be contacted each time their child has an unexcused absence, or an absence for which the reason is unknown, to prevent the development of patterns of nonattendance;
- D. when a student has at least five (5) unexcused absences or absences for which the reasons are unknown, within a calendar month, or ten (10) unexcused absences, or absences for which the reasons are unknown, within a ninety (90) calendar day period, the teacher shall report to the Principal or designee that the child may be exhibiting a pattern of nonattendance;

Unless there is clear evidence that the absences are not a pattern of nonattendance, the Principal will refer the case to the school's problem solving team/multi-tiered systems of support team (MTSS) to determine if early patterns of truancy are developing. If the problem solving team/MTSS finds that a pattern of nonattendance is developing, a meeting with the parent must be scheduled to identify potential remedies. If the problem is not resolved, the problem solving team/MTSS will implement interventions as follows:

1. Frequent attempts at communication between the teacher and the family.
2. Evaluation for alternative education programs.
3. Attendance contracts.

- E. if the parent refuses to participate in the remedial strategies because s/he believes that those strategies are unnecessary or inappropriate, the parent may appeal to the District School Board. If the District School Board's final determination is that the strategies of the problem solving team/MTSS are appropriate, and the parent still refuses to participate or cooperate, the District School Superintendent may seek criminal prosecution for noncompliance with compulsory school attendance.

Each school should establish procedures to ensure good attendance.

A student who is absent more than nine (9) days within a semester, or more than four (4) days for schools on a block schedule, will not receive a passing grade for the semester unless:

- A. The student demonstrates mastery of the student performance standards in the course(s) as identified in curriculum guides and/or adopted textbooks.
- B. All educational requirements for the course have been met.

Make-Up for Absences

The student shall have a reasonable amount of time, up to one (1) day for each day of absence, to complete make-up work. Principals may grant extensions to the make-up time limit for extenuating circumstances.

Excused Absences

The School Board considers the following factors to be reasonable excuses for time missed at school:

- A. Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding five (5) consecutive days).
- B. Court appearance of the student.
- C. Medical appointment of the student.
- D. An approved school activity.
- E. Insurmountable conditions. Insurmountable conditions are extreme weather conditions, communicable disease outbreaks, and local conditions determined by the School District which, after taking into account the materials circumstances, would render impracticable a student's attendance at school. (F.A.C. 6A-1.09513)

- F. Other absences with prior approval of the principal or designee.
- G. Attendance at a center under Children and Families Services supervision.
- H. Significant community events with prior permission of the Principal.
- I. Religious instruction or religious holiday.
- J. Death in the immediate family. Immediate family shall be defined as father, mother, son, daughter, sister, brother, aunt, uncle, first cousin, niece, nephew, husband, wife, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepbrother, stepsister, stepson, stepdaughter, half-brother, or half-sister.
- K. An accident resulting in bodily injury to the student;
- L. Extenuating circumstances determined by the Principal or designee in accordance with State laws and School Board rules.

Absences not included in excused absences listed above shall be unexcused.

Students may not be given excused absences to remain out of school for the purpose of working, unless the job is an integral part of the student's instructional program.

Discipline

No student will be suspended for unexcused tardiness, lateness, absence, or truancy but the student may be assigned to detention or placed in existing alternative programs.

Any student who fails to attend any regularly scheduled class and has no excuse for absence should be referred to the appropriate administrator. Disciplinary action should include notification to parents or guardians. Discipline is addressed in the Student Code of Conduct.

A student's grade in any course is based on his/her performance in the instructional setting and shall not be reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades shall be based upon what the student can demonstrate s/he has learned.

The Superintendent shall develop administrative procedures that:

- A. require a school session that is in conformity with the rules of the State Board of Education;
- B. govern the keeping of attendance records in accordance with the rules of the State Board of Education;
- C. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- D. require that students whose absence has been excused have an opportunity to make up work they missed and receive credit for the work, if completed;
- E. require that a student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence, is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 or other appropriate accommodation.

Habitual Truancy

Whenever any student has a total of fifteen (15) unexcused absences from school within ninety (90) calendar days, with or without the knowledge or consent of the parent, s/he will be considered habitually truant. The School Board authorizes the Superintendent to inform the student and his/her parents of the record of excessive absences as well as the District's intent to notify the Department of Highway Safety and Motor Vehicles, if appropriate. The Superintendent is authorized to file a truancy petition under F.S. 984.151 if a student has accrued at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reasons are unknown within a ninety (90) calendar day period or has had more than fifteen (15) unexcused absences in a ninety (90) calendar day period.

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