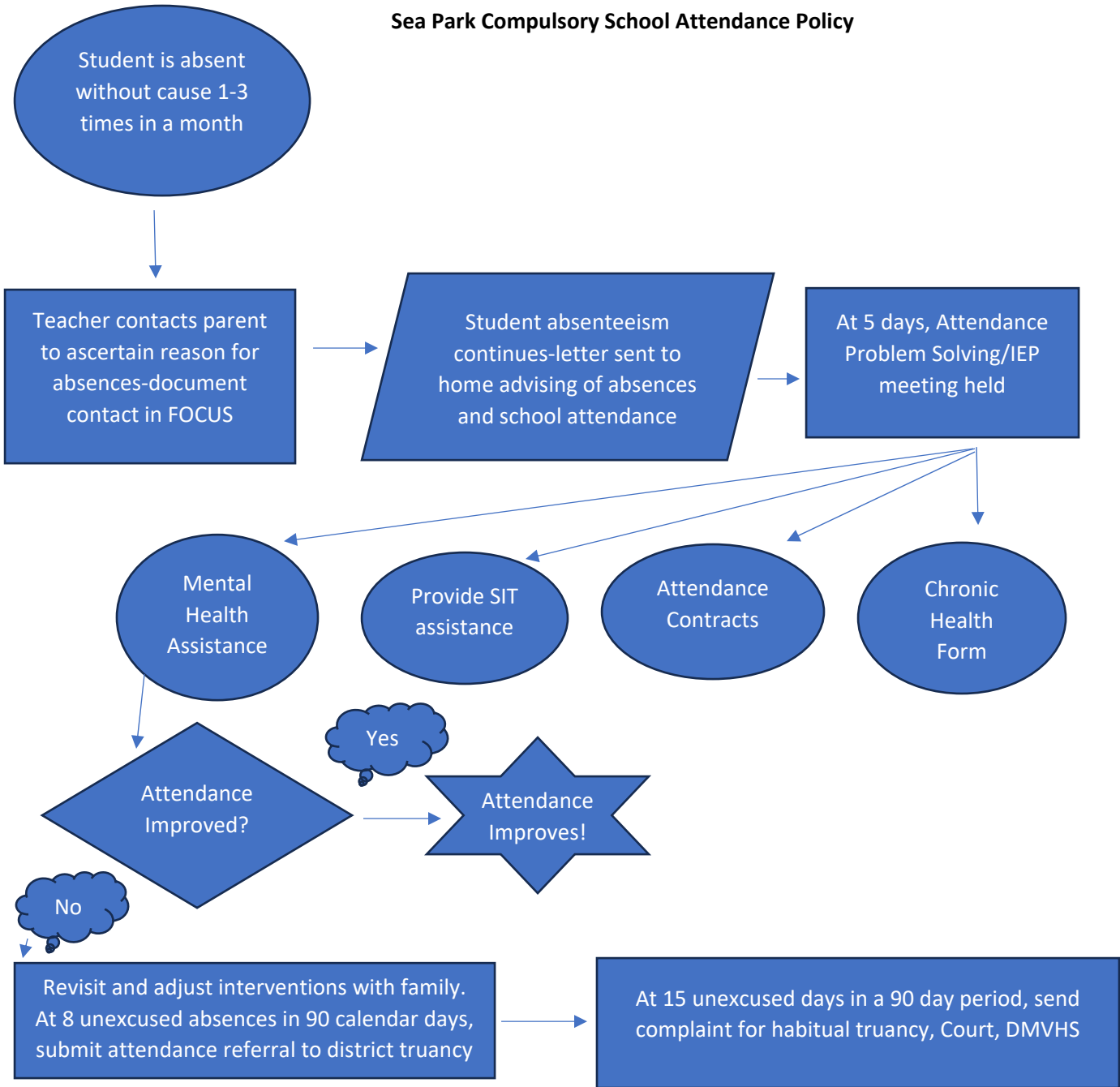


Sea Park Compulsory School Attendance Policy



In accordance with Board Policy 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 shall be the responsibility of parents/legal guardians and students. A student who is not present for his or her instructional classes or program at school on a school day is marked absent.

Absences shall be reported to the school by the parent/legal guardian or eligible student as soon as practical.

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

In addition, educators shall have the responsibility of encouraging regular attendance of students, maintaining accurate attendance records, and following reporting procedures prescribed by the Superintendent as follows:

A. Teachers shall record absentees each period of the school day and report absences as required by the school;

B. Parent/legal guardians should be notified each time their child is absent to prevent the development of patterns of nonattendance;

C. When a student has at least five (5) unexcused absences or absences for which the reasons are unknown the principal or designee will refer the case to the schools' child study team to determine if early patterns of truancy are developing. If the child study team 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 child study team will implement interventions set forth in, and act in accordance with, the requirements in;

- If a parent refuses to participate in the remedial strategies determined by the child study team because s/he believes that the strategies are unnecessary or inappropriate, the parent may appeal to the principal or designee.

- If the principal's or designee's final determination is that the strategies of the child study team are appropriate, and the parent still refuses to participate or cooperate, the superintendent or designee may seek criminal prosecution for noncompliance with compulsory school attendance.

D. Absences must be reported in writing to the school by the parent/legal guardian or eligible student as soon as possible. Failure to report and explain the absence(s) shall result in an unexcused absence(s). The final authority for determining acceptability of the reason for the absence(s) shall rest with the principal.

A student is considered to be present at school if away from school on a school day and engaged in an educational activity that constitutes a school approved instructional program or activity.

All students must be in attendance a minimum of four hours to participate in extracurricular activities.

A student is considered present if they are in attendance for 45 minutes of instructional time each day.

The following are excused absences:

A. Illness with medical documentation.

B. Court appearance of the student.

C. Medical appointment of the student (see Policy 5751).

D. Pregnancy related issues.

E. Approved school activity.

F. 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 material circumstances, would render impracticable a student's attendance at school. (F.A.C. 6A-1.09513)

G. Other absences with prior approval of the principal or designee.

H. Attendance at a center under Children and Families Services supervision.

I. Significant community events with prior permission of the principal or designee.

J. Religious instruction or religious holiday.

K. Death in the immediate family.

L. Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.

M. Chronic and extended illness.

Absence from School for Religious Instruction

It is the policy of the School Board to cooperate with those parents/legal guardians who wish to provide for religious instruction for their children but also recognizes its responsibility to enforce the attendance requirements set forth in the State-mandated Student Progression Plan.

Upon receipt of a signed, written request from the parent/legal guardian or adult student, the Board will grant permission and allow exceptions to the student's attendance at school for religious instruction outside the school building by a religious group, church, or denomination. The signed, written request shall include the following:

A. A statement attesting that religious instruction is not provided at a time that does not conflict with the student's attendance at school.

B. A statement of acceptance by the parent/legal guardian or adult student for any liability that might arise as a result of the student's conduct while on this release.

C. A statement indemnifying and holding harmless the District and District personnel for any liability arising from conduct by the student that does not occur on property under the District's control.

Upon receipt of the signed, written request and provided the religious group, church, or denomination responsible for the religious instruction submits evidence, in writing, of the student's registration for religious instruction, as well as written weekly records documenting the student's attendance at such instruction for each day of release, the student shall be considered to have an excused absence during such release for religious instruction.

Prior to approving the request, the principal shall confirm that the student is enrolled in sufficient courses to allow for promotion or graduation and that the student's grades are adequate for promotion or graduation.

The principal may terminate the student's permission for non-attendance. The parent/legal guardian or adult student may appeal the principal's decisions to terminate permission for the student to be released for religious instruction to the Superintendent.

Religious instruction shall be the responsibility of the religious group, church, or denomination and transportation shall be the responsibility of the parent/legal guardian, adult, student, or the religious institution.

No solicitation for attendance at religious instruction shall be permitted on District premises.

No staff member shall encourage or discourage participation in any religious instructional program. Absences Related to Treatment of Autism Spectrum Disorder Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy are considered excused absences with the provision of proper documentation.

Parent/Legal guardians must request and be granted approval prior to the treatment. Release of Students Students are released to the parent/legal guardian of record only. A parent/legal guardian must give advance written notice to the school when requesting a child be released to other designated persons. School personnel will require persons who are requesting to pick up children from school to show proper identification. Make-Up Work For excused absences, the student shall have a reasonable amount of time, up to ten (10) school days, to complete makeup work.

Principals or designee may grant extensions to the make-up time limit for extenuating circumstances. For unexcused absences, each principal or designee shall establish site-specific procedures that encourage both regular attendance and high academic achievement and shall review and modify these procedures from time-to-time as required to maintain and improve their effectiveness. Tardiness Each school should establish a tardy policy to ensure prompt arrival to school and class. Chronic tardiness to school and/or class may result in referral to the appropriate administrator or designee.

Habitual Truant As defined in Section 1003.01(8), Florida Statutes, a "habitual truant" is a student who has fifteen (15) or more unexcused absences within ninety (90) calendar days with or without the knowledge or consent of the student's parent/legal guardian, and who is subject to compulsory school attendance. Any student who accumulates a total of fifteen (15) days of unexcused absences in a period of ninety (90) calendar days will be considered habitually truant.

The student and his/her parent/legal guardian shall be informed of excessive absences as well as the district's intent to file a complaint with the Circuit Court Juvenile Division or State Attorney's Office and notify the Department of Highway Safety and Motor Vehicles (DHSMV), if applicable.

Regular School Attendance

A. Regular school attendance shall be the responsibility of parent/legal guardians and students. In addition, the parent/legal guardian shall be required to justify each absence of the child by providing the reasons and explanations for the child's absence to the school.

B. Each school shall continually encourage and promote regular school attendance of students. Furthermore, each school shall maintain accurate attendance records, track absences, and **follow attendance reporting procedures prescribed by the Superintendent.**

C. Teachers shall record absentees each period of the school day and report absences as required by the school. Parent/legal guardians should be notified each time their child is absent as far as possible.

D. It is recommended that **after three days of absence for which the reason is unknown, the Principal or designee shall contact the student's parent or legal guardian to determine the reason for the absence.** The final authority for determining acceptability of the reason for the absence(s) shall rest with the Principal.

E. Any student who fails to attend any regularly scheduled class and has no excuse for the absence shall be referred to the appropriate school administrator. **Disciplinary action shall include notifying the student's parent/legal guardian. Chronic truancy, deliberate nonattendance, or students with at least five (5) unexcused absences shall result in a referral to the Child study team.**

F. Students identified as physically or mentally impaired and eligible under the Individuals with Disabilities 21 Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and are exhibiting a pattern of non-attendance shall be referred to the child study team to review the attendance record and make appropriate recommendations.

Absence of Student for Work

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.

Leaving School Grounds and Early Dismissal

No student shall be permitted to leave school prior to dismissal at the request of or in the company of anyone other than a school employee, a police officer with judicial authority, a court official, or the parent/legal guardian of the student unless the permission of the parent or legal guardian of record be first secured. Parent/legal guardians may have access to the student or may grant permission to allow the student to leave school prior to dismissal unless the school has been provided with evidence that there is a legally binding instrument or court order governing such matters as divorce, separation, or custody, which provides to the contrary

Parents' Responsibility for School Attendance

Each parent of a child within the compulsory attendance age shall be responsible for such child's school attendance as required by law. Parents will not be held responsible for their child's nonattendance at school due to insurmountable conditions. The term insurmountable condition is defined as follows:

a) Extreme weather conditions such as, but not limited to, floods, hurricanes, tornadoes which make it impracticable or inadvisable for the safety of the student to attend school.

b) Communicable disease outbreaks such as, but not limited to, measles and chicken pox, which the state health officer or county health medical director indicates a student should be excluded from school for reasons of health and safety.

c) Local conditions determined by the school district which, after taking into account the material circumstances, would render impracticable a student's attendance at school. The school district shall provide a parent with a reasonable opportunity to be heard before referring a case for enforcement pursuant to Section 1003.27, F.S