

## ATTENDANCE POLICY AND TRUANCY PROCEDURES

Each parent of a child within the compulsory attendance age shall be responsible for such child's school attendance as required by **F.S. 1003.24** Florida Statute 1003.26 requires the parent of a student to justify each absence of the student. The justification will be evaluated based on adopted district school board policies that define excused and unexcused absences.

Excused absences may only be used for the following legitimate, documented reasons:

1. Illness and/or medical care;
2. Death in the Family;
3. Legal Reasons;
4. Religious Holidays or instruction; or
5. Financial or other insurmountable circumstances as determined by the prior approval of the principal.
6. Head lice, a maximum of two days for each occurrence
7. Planned absence approved in advance by the principal/designee

Examples of unexcused absences may include:

1. Missing the school bus
2. Oversleeping
3. Shopping and/or pleasure trips
4. Excessive illness (without physician verification that medical condition justifies a pattern)
5. Failure to communicate the reason for the absence with the school

It is the responsibility of the parent(s) or guardian(s) to provide a written statement indicating the reason for the **ALL** absences within **two (2) days** of the student's return to school. If the written statement is not provided by the parent, the absence(s) will be unexcused. The written statement must include the following information for each absence:

Date the excuse is written

Date(s) of the absence(s)

Full name of the student

Reason for the absence

Day time telephone number of parent or guardian

Signature of the parent or guardian

Final determination of whether an absence or early dismissal is excused or unexcused is the responsibility of the local school principal/designee. Any planned absences, other than medical appointments, must be approved in advance by the principal/designee.

For grades 3-12, to receive a passing grade (60 or higher) a student must have no more than three (3) unexcused absences in a nine-week grading period. At this point a meeting will be scheduled with the principal/designee.

If a student is absent more than 5 days in a grading period due to an illness and/or medical care, written documentation from a doctor, health department, or school nurse may be requested by the principal/designee. F.S. 1003.24 states if a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from attendance. Such excuse provides that a student's condition justifies absence from more than the number of days permitted by the district school board.

Class work and tests made up after an excused absence should be turned in to the teacher within five (5) days from the absence.