



POLICY 5.09

4-B I recommend that the Board adopt the proposed revised Policy 5.09, entitled “Enforcement of School Attendance.”

[Contact: Judith Klinek, PX 47346.]

Adoption

CONSENT ITEM

- The Board approved development of this revised Policy at the development reading on August 27, 2008.
- This policy defines excused and unexcused absences; the tracking of same and methods of parent contact regarding absences.
- The revisions include a school determination relating to student tardiness and the tracking of absences within the computer system. They also specify the method of notification by schools to the parent for unexcused absences and clarify an excused absence.
- This revised policy also updates statutory references and aligns the policy with state law.

POLICY 5.09

ENFORCEMENT OF SCHOOL ATTENDANCE

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3 1. School attendance is the direct responsibility of parent(s)/guardian(s) and students.
4 Except as provided in Section 1003.24, Fla. Stat. and State Board of Education
5 Rule 6A-1.09513, all All-students are expected to attend school regularly and to be
6 on time for classes in order to benefit from the instructional program and to develop
7 habits of punctuality, self-discipline, and responsibility.

- 8 2. It is the policy of the School Board that ~~the Superintendent (or designee) shall~~
9 ~~adopt administrative directives and procedures to ensure that schools respond in a~~
10 ~~timely manner to every unexcused absence~~ through a letter mailed to the home
11 and/or telephone calls.

- 12 3. It is the responsibility of the parent(s)/guardian(s) of each student to justify the
13 absence of the student. The justification will be evaluated based on the adopted
14 School Board definition that defines "excused" and "unexcused" absences.
 - 15 a. An "excused" absence is
 - 16 i. Student illness-- If a student is continually sick and repeatedly absent
17 from school, he or she must be under the supervision of a physician in
18 order to receive an excuse from attendance.
 - 19 ii. Medical appointment
 - 20 iii. Death in the family
 - 21 iv. Observance of a religious holiday or service that is recognized as such by
22 all members of the faith.
 - 23 v. Subpoena by law enforcement agency or mandatory court appearance.
 - 24 vi. Other individual student absences beyond the control of the parent or
25 student, as determined and approved by the Principal or the Principal's
26 designee.
 - 27 b. An "unexcused" absence is any absence that does not fall into one of the
28 above excused absence categories. Each school in the District must
29 determine if an absence or tardiness is excused or unexcused according to
30 the criteria established by the Board, within this Policy.

- 31 4. The school centers shall track the excused and unexcused absences in the
32 District's computer system.

- 33 5. In the case of an unexcused absence from school or an absence for which the
34 reason is unknown, the Principal (or designee) must contact the home in a timely
35 manner to prevent the development of a pattern of non-attendance.
- 36 6. Each school Principal shall implement the steps enumerated in § ~~232.17(1)(a)-(f),~~
37 ~~Fla. Stat. Section 1003.23(1), Fla. Stat.~~ to ensure regular school attendance. ~~and~~
38 ~~as further described in Directive 5.02.~~ If the child does not comply with efforts to
39 enforce school attendance, the Superintendent may file a truancy petition pursuant
40 to Section 984.151., Fla. Stat.
- 41 7. Each student will be required to attend classes one hundred and eighty (180) days
42 each school year.
- 43 a. ~~The Board requires that if a student is absent or tardy more than ten (10) days~~
44 ~~for each semester, or the equivalent of ten (10) days for those schools which~~
45 ~~engage in block scheduling, there must be a statement explaining such~~
46 ~~absences and tardiness on file at the school.~~
- 47 b. ~~Each school in the District must determine if an absence or tardiness is~~
48 ~~excused or unexcused according to the criteria established by the Board.~~
49 (Moved to 3b above)
- 50 8. All school related trips which are authorized by the principal are not considered
51 absences under this Policy. The school related trips should be those which relate
52 to the curriculum.

53 STATUTORY AUTHORITY: Fla. Stat. §§ ~~230.23(17); 230.23005~~ 1001.32(2);
54 1001.41(2); 1001.42(17) & (23); 1001.43 (1) & (8)
55 LAWS IMPLEMENTED: Fla. Stat. §§ ~~232.17, 232.09 23005~~ 1001.32(2); 1003.26;
56 1003.24; 1001.43 (8)
57 HISTORY: 6/18/97; 11/3/99; 1/08

Legal Signoff:

The Legal Department has reviewed proposed Policy 5.09 and finds it legally sufficient for development by the Board.

Attorney

Date