



### **POLICY 5.09**

**5C** I recommend the Board approve development of the proposed revised Policy 5.09, entitled “Attendance, Absenteeism, and Truancy.”

[Contact: Cheryl Alligood, PX46888 and Keith Oswald, PX211131.]

#### **Development**

#### **CONSENT ITEM**

- After reviewing the present infrastructure and the need to report accurate data to the State regarding student absences, the District is not able to implement the following recent changes. Thus, the revised policy eliminates provisions relating to:
  - A student being considered absent when the student misses fifty percent or more of the instructional day or the instructional class period, due to tardiness or early dismissal.
  - Tardies and early dismissals resulting in unexcused absences on the 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, etc., of such instances.

## POLICY 5.09

### ATTENDANCE, ABSENTEEISM, AND TRUANCY<sup>1</sup>

1  
2

#### 3 1. Purpose

4 This policy is to encourage regular school attendance and punctuality by  
5 establishing requirements for student attendance, outlining guidelines or  
6 procedures for attendance monitoring and reporting, and establishing procedures  
7 supporting chronically absent and habitually truant students as required by Florida  
8 laws, rules, and regulation.

9 Research indicates that students miss school for many reasons, which can be  
10 divided into three broad categories (*The Importance of Being in School: A Report  
11 on Absenteeism in the Nation's Public Schools*. Robert Balfanz & Vaughn Byrnes,  
12 John Hopkins University Center for Social Organization of Schools, May 2012):

- 13 • Students who *cannot attend* school due to illness, family responsibilities,  
14 housing instability, the need to work or involvement with the juvenile  
15 justice system.
- 16 • Students who *will not attend* school due to bullying, unsafe conditions,  
17 harassment, and embarrassment.
- 18 • Students who *do not attend* school because they or their parents do not  
19 see the value in being there, they have something else they would rather  
20 do, or nothing stops them from skipping school.

#### 21 2. Scope

22 This policy applies to District students enrolled in grades Pre-K to 12.

23

#### 24 3. Definitions

25 For the purposes of this policy, the following definitions shall apply:

- 26 a. *Absence* means not being actually present when attendance is checked,  
27 unless the student arrives within time to be marked “tardy” instead of absent.  
28 Students may not be counted in attendance while away from the school on a

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<sup>1</sup> Esta norma está disponible en español.

Règleman sa a disponib an Kreyòl.

ESTE REGULAMENTO ESTÁ DISPONÍVEL EM PORTUGUÊS.

- 29 school day unless they are engaged in an educational activity which  
30 constitutes part of the school-approved instructional program.
- 31 b. *Class Attendance* is the physical presence of a student in class for at least half  
32 of the period, or a student who has been excused by the teacher on a class-  
33 related assignment, or a student who has been requested by a member of the  
34 support staff for an approved school activity.
- 35 c. *School Attendance* is the presence of student on days school is in session.  
36 The student must be actually at the school to which he or she has been  
37 assigned or present at an education activity which constitutes part of the  
38 approved school program for that student.
- 39 d. *Early dismissal* means leaving school/class before the day/period ends.
- 40 e. *Excused Absence* is an allowable absence in accordance with this and other  
41 Board policies. Students must be in school unless the absence has been  
42 permitted or excused for one of the reasons listed below.
- 43 i. Student illness. If a student is continually sick and repeatedly absent  
44 from school, he or she must be under supervision of a physician in order  
45 to receive an excuse from attendance.
- 46 ii. Medical appointment.
- 47 iii. Death in the family.
- 48 iv. Observance of a religious holiday or service that is recognized as such by  
49 all members of the faith.
- 50 v. Subpoena by law enforcement agency or mandatory court appearance.
- 51 vi. Extreme weather conditions such as, but not limited to, floods, hurricanes,  
52 tornadoes, or other acts of God which make it impractical or inadvisable  
53 for the safety of the student to attend school.
- 54 vii. Suspension. Suspension, in-school and out-of-school, is the temporary  
55 removal of the student from his or her regular school program or all  
56 classes of instruction on public school grounds and all other school-  
57 sponsored activities, except as authorized by the Principal or designee,  
58 as defined by Fla. Stat. § 1003.01(5)(a),(b), and provided for in the  
59 Student Conduct Codes, Policies 5.1812 and 5.1813.
- 60 viii. Students on field trips which are authorized by the principal are not  
61 considered absent. The school related trips should be those which  
62 related to the curriculum.
- 63 ix. Other individual student absences beyond the control of the parent or  
64 student, as determined and approved by the principal or the principal's  
65 designee.
- 66 f. *Habitual Truant* means a student who has fifteen (15) unexcused absences  
67 with ninety (90) calendar days with or without the knowledge or consent of the  
68 student's parent/guardian, is subject to compulsory school attendance, and is

69 not exempted from compulsory attendance under state laws and regulations.  
70 Such a student must have been the subject of the activities specified in Fla.  
71 Stat. §§ 1003.26 and 1003.27(3), without resultant successful remediation of  
72 the truancy problem before being dealt with as a child in need of services  
73 according to the provisions of Chapter 984, Fla. Stat.

- 74 g. *Regularly or regular attendance* means attending school every school day,  
75 including every school period, for the entire class period, of each course or  
76 class in which a student is enrolled (or the equivalent of such class periods in  
77 schools with block scheduling).
- 78 h. *School day* for a given student is that portion of the day in which school is  
79 actually in session for the group of students of which the student is a part.  
80 Students may not be counted in attendance while away from the school on a  
81 school day unless they are engaged in an educational activity which  
82 constitutes a part of the school-approved instructional program.
- 83 i. *Subject to compulsory attendance* refers to minors who have attained at least  
84 the age of six years (or who will have attained the age of six by February 1 of  
85 that school year), who are required by law to attend school regularly unless an  
86 exemption or exception is applicable under Chapter 1003, Fla. Stat.
- 87 j. *Tardy* is a student reporting late to school or class after the school day or class  
88 has begun, consistent with the provisions of section 4(B)(1) of this policy.  
89 There is no grace period after a bell rings commencing the school day or a  
90 class period. Tardies may be excused or unexcused according to this policy  
91 and the definitions for excused and unexcused absences.
- 92 k. *Unexcused absence* is an absence which is not in accord with this policy and  
93 other Board policies. An unexcused absence is any absence that does not  
94 fall into one of the designated excused absence categories, as provided in  
95 subparagraph 2(e) herein. Each school in the District must determine if an  
96 absence or tardiness is excused or unexcused in accordance with this policy.

#### 97 98 4. **Policy Statement**

99 The Board believes that regular and punctual school attendance play important  
100 roles in a student's achievement, as there is a strong correlation among regular  
101 school attendance, academic achievement, and the completion of school.  
102 Although school attendance is the responsibility of the parents or guardians and  
103 students, the District is dedicated to increasing the meaningful involvement of  
104 parents and guardians in all aspects of their students' lives, including the reduction  
105 of chronic absences and truancy.

106  
107 To combat unexcused absences and truancy, all District schools are dedicated to  
108 providing culturally, linguistically, fair and age-appropriate interventions. District

109 students shall not be treated differently with regard to attendance, absence or  
110 truancy on the basis of their race, color, ethnicity, national origin, sex, sexual  
111 orientation, marital status, age, religion, disability, genetic information, gender  
112 identity or expression.

113  
114 In accordance with Fla. Stat. § 1003.26, the superintendent is responsible for  
115 enforcing school attendance of all children and youth subject to the compulsory  
116 school age in the District's schools.

## 117 118 5. Attendance and Absences

### 119 a. Attendance, Absence, and Excuse Requirements

120 i. *In General.* Except as provided in Fla. Stat. § 1003.24 and State Board  
121 of Education Rule 6A-1.09513, all students are expected to attend school  
122 regularly and to be on time for classes in order to benefit from the  
123 instructional program and to develop habits of punctuality, self-discipline,  
124 and responsibility. Each student is required to attend classes one  
125 hundred and eighty (180) days each school year. To be in compliance  
126 with these attendance requirements, students must not accumulate fifteen  
127 (15) unexcused absences in a period of ninety (90) calendar days.

128 ii. *Parental Notification of Absence to School.* Parents and guardians are  
129 responsible for notifying the school when a child will be absent and for  
130 informing the school of the reason for the absence. Thus, parent and  
131 guardians are expected to notify the school when their child is absent and  
132 inform the school of the reason for the absence within twenty-four (24)  
133 hours by a written note. Otherwise, students returning from an absence  
134 shall be required to present a written explanatory excuse from their  
135 parents or guardians stating the cause for the absence.

136 iii. *Tracking of Absences.* The school centers shall track students'  
137 excused and unexcused absences and attendance in the District's  
138 computer system.

139 iv. *Makeup of Assignments.* For excused and unexcused absences,  
140 including suspensions, the student will be afforded the opportunity to  
141 make up work without academic penalty. For in-school suspensions,  
142 students will receive assignments daily. For out-of-school suspensions,  
143 students will receive assignments in a timely manner.

144 (a) *Excused or Unexcused Absences.* The number of days allowed to  
145 make up the work shall be the same as the number of days the  
146 students was absent. It is the student's responsibility to contact his  
147 or her teacher(s) about the makeup assignments and to complete all  
148 makeup work timely.

149 (b) *Suspensions.* For in-school and out-of-school suspensions, all  
150 work is due on the day of return from the suspension.

151 v. *Reporting on Student Report Cards.* Attendance, including absences  
152 and tardiness, shall be reported on student report cards, as required by  
153 Fla. Stat. § 1003.33(1)(c) and (2).

154 b. **Late Arrival and Early Dismissal**

155 The Board recognizes that from time-to-time compelling circumstances require  
156 that a student be late to school or dismissed before the end of the school day.  
157 Parents or guardians must follow the same process to obtain an excuse for  
158 tardiness or to obtain permission for early dismissal, as they do to obtain an  
159 excuse for an absence. A pattern of non-attendance for instructional activities  
160 is established by tardiness, early sign-outs, or absences for all or any part of  
161 the day.

162 i. *Late Arrivals or Tardiness.* Students reporting late to school/class when  
163 the day/class period begins are considered tardy. Excessive tardiness  
164 shall be addressed on a case-by-case basis to determine if there is a  
165 pattern of non-attendance. Unless excused under the provisions of this  
166 policy, accumulated tardiness will be recorded as unexcused absences  
167 consistent with Fla. Stat. § 1003.02(1)(b) and this policy. ~~When an~~  
168 ~~elementary or secondary student misses fifty (50) percent or more of the~~  
169 ~~instructional day or of the identified instructional class period, due to late~~  
170 ~~arrival or tardiness, the student shall be considered absent.~~

171 ii. *Early Dismissal.* Excessive early sign-outs will be addressed on a case-  
172 by-case basis to determine if there is a pattern of non-attendance.  
173 Unless excused under the provisions of this policy, accumulated early  
174 dismissals will be recorded as unexcused absences consistent with Fla.  
175 Stat. § 1003.02(1)(b) and this policy. ~~When an elementary or secondary~~  
176 ~~student misses fifty (50) percent or more of the instructional day or of the~~  
177 ~~identified instructional period, due to early dismissals, the student shall be~~  
178 ~~considered absent. Schools shall establish procedures for early~~  
179 ~~checkouts that ensure students are treated consistently.~~

180 iii. ~~Accumulated Tardiness and Accumulated Early Dismissals will result in a~~  
181 ~~documented unexcused absence on the 5<sup>th</sup> (10<sup>th</sup>, 15<sup>th</sup>, etc.) instance of~~  
182 ~~being tardy or early dismissal.~~

183 iii. *Academic Time.* Students are not to be sent home or refused  
184 admission to school due to tardiness. Students who arrive late for any  
185 class period must be allowed to proceed to their classes after obtaining  
186 proper documentation of their tardiness.

187 iv. *School Rule or Policy.* Any school creating a late arrival and/or early  
188 dismissal rule or policy shall submit the proposed school rule or policy to

189 the Area Superintendent for review and approval prior to the  
190 implementation of the rule/policy.

191 c. **School Level Interventions and Enforcement**

192 Each school shall implement the following steps to enforce regular school  
193 attendance of the students enrolled in their schools.

194 i. *Timely Actions Required for Absences.* To prevent the development of  
195 patterns of non-attendance, the principal or designee at each school  
196 center shall respond in a timely manner to unexcused absences, or every  
197 absence for which the reason is unknown, by contacting the student's  
198 parents/guardians to determine the reason for the absence as ~~required~~  
199 authorized by Fla. Stat. § 1003.26(1)(a). Every effort must be made to  
200 ~~telephone~~ contact the parent/guardian on the first day of a student's  
201 absence.

202 ii. *Implementing Interventions/School-Based Teams.* If a student has  
203 accumulated five (5) days of unexcused absences, or absences for which  
204 the reasons are unknown, within a calendar month or ten (10) unexcused  
205 absences within a ninety (90) calendar day period, or an equivalent  
206 combination of unexcused absences and accumulated tardies, the  
207 student's primary teacher shall report such information to the principal or  
208 designee. If there is a pattern of non-attendance, the principal or  
209 designee shall refer the student to the school-based team. If the school-  
210 based team finds a pattern of non-attendance, a letter is sent to the  
211 parents/guardians requesting a meeting in accordance with Fla. Stat. §  
212 1003.26.

213  
214 The school-based team, after meeting with the parents/guardians, shall  
215 implement interventions, including but not limited to:

- 216 • frequent communications with the teacher and family;
- 217 • attendance contracts for students;
- 218 • changes in the learning environment;
- 219 • mentoring, counseling, and tutoring, including peer tutoring;
- 220 • placement into different classes;
- 221 • referral to other agencies for family services; and
- 222 • information about alternative methods of education, such as  
223 virtual, home, or hospital homebound. ~~charter schooling.~~

224 iii. *Area Interventions.* If the student interventions are working  
225 successfully, the school center need not take any further actions. If  
226 unexcused attendance concerns continue and the student has  
227 accumulated up to fifteen (15) absences, the school-based team will

228 complete PBSD Form 1462 (Student Truancy Referral) and refer the  
229 matter to the appropriate area truancy liaison. Interventions to be  
230 undertaken by an area truancy liaison shall include, but not be limited to:

- 231 • conference with referring principal or designee;
- 232 • conference with student, and parent/guardian;
- 233 • agency referral, if appropriate;
- 234 • notice of non-attendance letter from the District office sent to  
235 parent/guardian;
- 236 • monitoring attendance and parent's/guardian's compliance with  
237 recommendations and/or interventions; and
- 238 • ~~recommend an educational alternative~~ providing information  
239 about alternate methods of education such as virtual, home, or  
240 hospital homebound.

241 iv. *District Interventions.* After the school has complied with the  
242 intervention requirements of Fla. Stat. § 1003.26(1)(b) and the student  
243 continues to not comply with attempts to enforce school attendance, the  
244 Superintendent/designee shall take one of the following actions in all  
245 cases of habitual truancy, in accordance with Fla. Stat. § 1003.27(3).

246 (a) File a truancy petition using the procedures outlined in Fla. Stat. §  
247 984.151; or

248 (b) File a child-in-need-of-services petition using the procedures outlined  
249 in Chapter 984, Fla. Stat., and refer the habitually truant student and  
250 the student's family to the children-in-need-of-services and families-  
251 in-need-of-services provider or case staffing committee as  
252 determined by a cooperative agreement between the School Board,  
253 the Department of Juvenile Justice, and the Department of Children  
254 and Families, as provided in Fla. Stat. § 1003.27(4).

255 v. *Parental Challenge to Intervention.* If the parent/guardian refuses to  
256 participate in the intervention strategies because he/she believes that  
257 those strategies are unnecessary or inappropriate, the parent/guardian  
258 may appeal to the Board. The Board may provide a hearing officer to  
259 make recommendations for its final action. If the Board's final  
260 determination is that the strategies are appropriate, and the  
261 parent/guardian still refuses to participate or cooperate, the  
262 superintendent may seek criminal prosecution for noncompliance with the  
263 compulsory school attendance laws as provided in Fla. Stat. § 1003.26.

264 d. **Discipline and Attendance Violations.**

265 In accordance with Fla. Stat. § 1006.09(1)(b) and the Student Codes of  
266 Conduct (Board Policies 5.1812 and 5.1813), no student is to be suspended



267 for having unexcused tardiness, lateness, absences, or truancy. However,  
268 other discipline and/or other interventions besides suspension may be  
269 imposed for unauthorized attendance related actions of students such as:

- 270 • being out of the assigned area;
- 271 • leaving the class or school grounds without authorization;
- 272 • being temporarily absent from class without appropriate permission;
- 273 or
- 274 • failing to attend assigned classes.

275 e. **Responsibility of School Centers and School Employees**

276 i. *Attendance Records and Reporting.* Accurate attendance records shall  
277 be kept at each District school in accordance with state law, School  
278 Board of Education rules, and Board policies and procedures.

279 (a) *Principal's Responsibility.* The Principal shall:

- 280 (i) Be responsible for the administration and implementation of all  
281 Florida laws, State Board of Education Rules, and Board  
282 policies pertaining to the checking, recording, and reporting of  
283 student attendance. Each principal must make the necessary  
284 provisions to ensure that all school attendance reports are  
285 accurate, timely, and maintained so as to show the absence or  
286 attendance of each student enrolled for each school day of the  
287 year, in accordance with Fla. Stat. § 1003.23 and State Board of  
288 Education Rule 6A-01.044. F.A.C.
- 289 (ii) Ensure that all classroom teachers and other necessary school  
290 employees are trained and instructed in the proper recording of  
291 attendance and may periodically determine whether instructions  
292 are being followed.
- 293 (iii) Inspect and determine the completeness, accuracy, and  
294 timeliness of all school attendance records contained in the  
295 recordkeeping system for students.
- 296 (iv) At the end of each year, certify the completeness and  
297 accuracy of attendance records indicating such records have  
298 been kept in accordance with state laws and rules, as  
299 required by Rule 6A-1.044, F.A.C.
- 300 (v) Determine, or cause his or her designee to determine,  
301 whether an absence or tardiness is excused or unexcused  
302 according to the provisions of this policy.
- 303 (vi) Be familiar with state laws and Board policies and procedures  
304 governing attendance and apply them uniformly to all students.

- 305 (vii) Implement the steps enumerated in Fla. State. § 1003.26 to  
306 promote and enforce regular school attendance of its students.
- 307 (viii) Notify the Board, through the Superintendent, of each minor  
308 students who accumulates fifteen (15) or more unexcused  
309 absences within a period of ninety (90) calendar days.
- 310 (b) *Teacher's Responsibility and Certification.* Each classroom teacher  
311 shall:
- 312 (i) Implement the school's plan for checking, recording, and  
313 reporting student attendance as prescribed by law, State rules,  
314 and Board policies.
- 315 (ii) On a daily basis, perform the official attendance check and  
316 recording for each classroom and/or for each class period at the  
317 designated time in the school's plan, and shall report such  
318 attendance findings by the prescribed method to the school  
319 office. The records shall include a register of enrollment and  
320 attendance, showing the absence or attendance of each child  
321 enrolled for each school day or class in a manner as prescribed  
322 by the State Board of Education. A teacher's submission of  
323 daily attendance records to the principal is a certification by the  
324 teacher that the daily attendance records are complete and  
325 accurate, and have been kept as prescribed by state laws and  
326 rules, and policies of the Board.
- 327 (iii) Be familiar with all procedures governing attendance and apply  
328 the procedures uniformly in classroom assignments for all  
329 assigned students.
- 330 ii. *Interventions or Enforcement of Attendance.* Each school shall  
331 implement intervention and enforcement measures consistent with Fla.  
332 Stat. § 1003.26 and this policy.
- 333 iii. *Academic Performance Does Not Excuse Absences.* Pursuant to Fla.  
334 Stat. § 1003.33(2), schools shall not:
- 335 (a) exempt students from any examinations, papers, or other academic  
336 performance requirements based on practices or policies designed  
337 to encourage student attendance; or
- 338 (b) use a student's attendance record, in whole or in part, to provide an  
339 exemption from any academic performance requirement. The  
340 Student Progression Plan under Policy 8.01 shall be interpreted  
341 consistent with this Policy.
- 342 f. **Parent/Guardian Responsibilities or Rights**
- 343 It is the responsibility or right of the student's parent/guardian (or student of  
344 legal age as defined by Policy 5.072) to:

- 345 i. Ensure the student is attending school.
- 346 ii. Report absences to the school as soon as practical or to explain the
- 347 student's absence upon return to school by providing a statement of the
- 348 cause of such absence. A justification for absence by a parent/guardian
- 349 or student of legal age shall be evaluated consistent with this policy's
- 350 definition of excused and unexcused absences.
- 351 iii. Notify the principal or designee as to the reason for any tardiness or
- 352 request for early dismissal. Justifiable reasons shall be determined by
- 353 the Principal or designee consistent with this policy.
- 354 iv. Be notified if their child misses school and the parents/guardians have not
- 355 reported the absence to the school, consistent with Fla. Stat. §
- 356 1003.26(1);
- 357 v. Work cooperatively with the school and the student to resolve any
- 358 attendance issues that may arise.
- 359 vi. Request a hearing if they refuse to participate in the interventions
- 360 developed by the school-based team because they believe that those
- 361 interventions are unnecessary or inappropriate.
- 362 vii. Continue to perform the parental functions of a dependent student when a
- 363 student reaches the age of majority, including but not limited to, providing
- 364 excuses for absences and tardiness, permission slips for early release,
- 365 field trips, other activities, as necessary, and to register or terminate
- 366 school enrollment until the student graduates, except under the following
- 367 circumstances.
- 368 (a) The student has become a student of legal age as provided in Policy
- 369 5.072.
- 370 (b). The student has no parent and this fact is verified by school
- 371 administration.

372 g. **Responsibility of Students**

373 It is the student's responsibility to:

- 374 i. Attend all assigned classes and other instructional activities on time every
- 375 day that the school is in session.
- 376 ii. Be aware of and follow the correct procedures when absent from an
- 377 assigned class or other instructional activity.
- 378 iii. Request any missed assignments due to an absence.
- 379 iv. Complete assigned work in a timely manner.
- 380

381 6. **Driving Privileges and Attendance: Report to Department of Highway Safety**

382 **and Motor Vehicles**

383 Pursuant to Fla. Stat. §§ 322.091 and 1003.27, the District is required to report to

384 the Florida Department of Highway Safety and Motor Vehicles (DHSMV) the

385 names, dates of birth, sex and social security numbers of students ages 14- 18 who  
386 accumulates fifteen (15) unexcused absences in any consecutive 90-calendar-day  
387 period. Whenever any student has a total of fifteen (15) days of unexcused  
388 absence from school during any semester, the student will be considered habitually  
389 absent. The Board authorizes the superintendent to inform the student and  
390 parents/guardians of the record of excessive absences as well as the District's  
391 intent to notify the DHSMV of the student's excessive absences.

392  
393 In accordance with law, the District shall hold a hardship hearing upon the request  
394 of any student whose license has been suspended pursuant to this section. The  
395 board hereby authorizes the superintendent to develop administrative procedures  
396 to implement administrative procedures for such hearing, consistent with state laws  
397 and technical assistance from Florida Department of Education. The principal or  
398 designee will conduct the hardship hearing within thirty (30) calendar days of  
399 receiving the request in accordance with the procedures established by the  
400 Superintendent.

401  
402 **7. Delegation of Authority**  
403 The superintendent is authorized to develop appropriate procedures for the  
404 implementation of this policy.

405  
406 **8. Students with Disabilities**  
407 This Policy shall be construed in harmony with the IDEA and Section 504 of the  
408 Rehabilitation Act and their federal implementing regulations and parallel state laws  
409 and an IEP or 504 Plan implementing such laws.

410  
411 **9. Publication of Policies**  
412 This policy shall be made available in English, Spanish, Creole, Portuguese, and  
413 any other language as determined by the superintendent as necessary to facilitate  
414 the policy's understanding by parents/guardians and students whose primary  
415 language is not English.

416  
417 **10. Availability of Interpretation and Translation Services**  
418 a. **Definitions.** For the purposes of this section, the following meanings are  
419 applicable:  
420 i. *Interpretation* means the act of contemporaneous communication  
421 between a speaker of English and a speaker with Limited English  
422 Proficiency (LEP) wherein the words of one person are communicated to  
423 others orally in a different language.

424 ii. *Translation* means the written communication between a speaker of  
425 English and a speaker with Limited English Proficiency (LEP) wherein the  
426 written words of one person are communicated to others in writing in a  
427 different language.

428 iii. *Primary language* means the primary language spoken by a student's  
429 parent/guardian, as determined by the District.

430 **b. *Determination of Primary Language.***

431 i. Schools will determine the primary language spoken by the  
432 parent/guardian of each student upon the annual registration of students,  
433 based upon information provided on PBSD Form 0636 (New and  
434 Returning Student Registration).

435 ii. Such information shall be maintained in TERMS relative to the student.

436 **c. *Provision of Language Assistance Services.***

437 Schools must meet the language assistance needs of parents and students.  
438 For this purpose, school will use: school-based bilingual personnel;  
439 centralized translation and interpretation services in Spanish, Haitian, Creole,  
440 Portuguese, and Q'anjob'al, and Mam; and/or telephone interpretation  
441 services for less frequently spoken languages.

442  
443 Parents may choose to rely on an adult friend/companion or relative for  
444 language and interpretation services. Students and other children (under the  
445 age of 18) may not serve as interpreters for school staff and parents during  
446 any formal or informal meeting where student attendance, achievement or  
447 conduct is discussed.

448 **d. *Administrative Procedures.*** *Consistent with Federal laws,* the  
449 Superintendent or designee may develop additional procedures which will  
450 include regulations for identifying parent and guardians who are unable to  
451 communicate in English or who have LEP, and utilization of a variety of  
452 methods to ensure adequate communication with parents and guardians  
453 who have LEP.

454  
455  
456 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.32(2); 1001.41(2);1001.42(8),(27);  
457 1001.43(8); 1003.02 (1)(b); 1003.24, 1003.26;  
458 LAWS IMPLEMENTED: Fla. Stat. §§ 1003.02; 1003.21; 1003.23; 1003.24; 1003.26;  
459 1003.27; 322.091; 984.151  
460 STATE BOARD OF  
461 EDUCATION RULES: 6A-1.09513, 6A-1.044, FAC  
462 HISTORY: 6/18/97; 11/3/99; 10/22/08; 8/7/13; \_\_\_/\_\_\_/13

Legal Signoff:

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

\_\_\_\_\_  
Attorney

\_\_\_\_\_  
Date