

ATTENDANCE POLICY AND TRUANCY PROCEDURES Grades K-12

Each parent of a child within the compulsory attendance age shall be responsible for such child's school attendance as required by **Florida Statute 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:

- Illness and/or medical care
- Absence for treatment of autism spectrum disorder (HB 7069)
- Death in the Family
- Legal Reasons
- Religious Holidays or instruction
- Financial or other insurmountable circumstances as determined by the prior approval of the principal
- Head lice, a maximum of two calendar days for each occurrence
- Planned absence approved in advance by the principal/designee

Examples of unexcused absences may include:

- Missing the school bus
- Oversleeping
- Shopping and/or pleasure trips
- Excessive illness (without physician verification that medical condition justifies a pattern)
- 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 **ALL** absences within **three (3) days** of the student's return to school.

A parent note will be accepted for **any three (3)** absences during the grading period. Any other absences will only be excused with a note from a doctor, dentist, school health nurse/aid, funeral program of an immediate family member, or documentation for a legal reason. 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.

Make-Up Work

- Student must contact their teacher upon returning to school for make-up and assignments
- Make-up work must be turned in within 5 school days from the absence
- When given advance notice of a test or assignment, it must be turned in on the day the student returns to school after the absence
- Missing work due to an absence will be given a grade of "1" until the work is made up. When the make-up period has expired and the work is incomplete, the grade will be changed to "0"
- If the teacher is absent when a student returns to school from an absence, the time to make up work may be extended
- Extension of the amount of time to make-up work can be approved by the principal

For students in grades 6-12, when attending a school sponsored club event or field trip, they must be present the day before the trip and day after the trip for the school sponsored trip to be an excused absence. The principal may excuse the absence for a legitimate, documented reason.

Recurring Illness

When a student has a recurring or chronic illness, parents will be required to have their medical doctor certify the extent of the illness each nine weeks. **Florida Statute 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. The **Physician's Certification Form** must be picked up from the school principal.

Tardiness

Students are expected to be in class on time and remain in class until the end of the class period.

Incentives for good attendance are encouraged, but will be at the direction of the individual school principals.

Students with a continued pattern of absence will be referred to Truancy Court.

| EXCUSED ABSENCE | REQUIRED ACTION |
|---|---|
| Any 3 absences | Parent note for days absent |
| Therapy from licensed health care professional for the treatment of autism spectrum disorder | Note from licensed health care practitioner or behavior analyst |
| Personal illness after any 4 absences | Note from doctor, dentist, or school health nurse/aide |
| Family death / illness | Parent note for days absent |
| Chronic/long-term illness | Medical documentation Physician's Certification Form |
| Parent trips | Pre-approved by principal |
| Educational trips | Pre-approved by principal |
| School-sponsored activity | Pre-arranged with administration (student marked "present") |
| Judicial action | Copy of subpoena or summons Notice of juvenile detention |
| Military dependents visits in time of combat duty | Approved by principal |
| Religious holidays | Prior written notice to principal or teacher |

SCHOOL RESPONSIBILITY AND AUTHORITY RELATED TO TRUANCY

If a student has had at least five (5) unexcused absences, or absences for which the reason is unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reason is unknown, within a 90-calendar day period, the student's primary teacher shall report to the school principal/designee that the student may be exhibiting a pattern of non-attendance.

The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's 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, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies.

After fifteen (15) unexcused absences accumulate within any ninety (90) calendar days, the District will determine the appropriate steps for the enforcement of the Florida Compulsory Attendance Statute, **Florida Statute 1003.21**.

DRIVER'S LICENSE FACTS

In accordance with Florida State Statute 322.091 and Florida Statute 1003.27

If you have 15 or more unexcused absences "in any one class period" during a 90-day period or drop out of school, between the ages of 14-18:

- Your learner's permit or driver's license will be suspended
- Students without a license or permit will have a block placed on their record, which prohibits them from obtaining a license
- The block or suspension will not be lifted until you can prove that you are in compliance with attendance laws, or turn 18 years of age
- If your license is suspended, penalties may also be added to your insurance bill.

NO SCHOOL = NO DRIVING
***** DRIVE SMART & STAY IN SCHOOL *****

Compliance for students attending a physical school

You must:

- 1) be back in school 30 school days without an unexcused absence, attend an adult education class for 6 weeks, graduate with the FLDOE minimum of 24 credits, or receive your GED
- 2) obtain a notarized compliance form must from Calhoun District Schools, take it to the DHSMV, and pay a fine at that time

Compliance for home school students

After enrollment with the district, as a home school student for 30 days:

- 1) book curriculum students must provide, to the Calhoun District Schools Home School Department for review, a home school portfolio showing adequate progress
- 2) virtual school students must provide, to the Calhoun District Schools Home School Department, a transcript showing 4 active classes at 20% completion and passing grades
- 3) you must obtain a notarized compliance form from Calhoun District Schools, take it to the DHSMV, and a pay a fine at that time

DRESS CODE

Students have the responsibility to dress appropriately while on the school grounds during the regular school day. A student's dress should show respect for self and others and shall not be permitted to disrupt the teaching and learning environment. Each school board shall adopt a dress code policy that prohibits a student, while on the grounds of a public school during the regular school day, from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment. **Florida Statute 1006.07(2)(d)**. The final determination shall be that of the Principal or their designee.

Students Grades 3-12

Student dress and personal grooming are the responsibility of the student and parent. In the final analysis, the building administrator has the responsibility to interpret that which negates a reasonable standard of conduct and appearance. For students in grades PK-3, the principal will determine if the circumstances require implementation of these guidelines. Students whose personal attire or grooming distracts or may distract others from school work shall be subject to the following:

- 1st offense - Verbal warning, parents called, allowed appropriated time to make required changes and return to class. (Class time missed will be unexcused.)
- 2nd offense - Disciplinary action will be taken after required changes are made. The student is ineligible to participate in any extracurricular activity for a period not to exceed 5 days and the school principal must meet with the student's parent or guardian.
- 3rd offense - Three days of In-School Suspension will be assigned after required changes are made, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school principal must call and send a written notice of such to the student's parent or guardian.
All additional infractions will be treated as Insubordination.

Students must comply with the following rules:

1. Footwear is required while on school property for reasons of health and safety.
2. Shirts must be worn at all times. Tank tops, see-through materials worn without undershirts, and halter tops shall not be worn to school.
3. Shirts must be long enough to cover the stomach and back area completely at all times. (When hands are fully extended above the head, etc.)
4. Spaghetti-strap or strapless shirts or dresses are not permitted. Sleeveless shirts or dresses for females must be 4 fingers wide at the shoulder.
5. Male students cannot wear sleeveless shirts.
6. Female clothing shall not expose any cleavage.
7. A student's attire must cover all undergarments.