
ATTENDANCE & TARDY POLICY

Introduction

Alexander D. Henderson University School/FAU High School (FAUS) *Attendance & Tardy Policy* has been written for grades K-9 to comply with the prescribed regulations of Florida law. The following rules and regulations reflect the intent of the most recent legislation.

Attendance is one of the primary determinants of how a student performs in school. Many studies show a high correlation between academic achievement and a student's attendance in class. Although a student may be allowed to make up work missed as a result of an excused absence, the loss of experiences gained through interaction with other students and the teacher cannot be replaced.

Enrollment at A.D. Henderson and FAU High School is a choice. Attendance is a requirement to fulfill the school mission as a developmental research school. Students must attend school regularly. If a student fails to comply with the Attendance and Tardy Policy or is absent or tardy 10% or more days/times, regardless of whether they are excused or unexcused, A.D. Henderson and FAU High School has the authority to withdraw a student or not permit the student to re-enroll for the following school year.

Section 1003.24, F.S., states that each parent of a child within the compulsory attendance age is responsible for the child's school attendance as required by law. The following circumstances are allowable absences from school:

Excused Absence

School administration will determine if an absence is excused on the following criteria:

1. Illness of student.
2. Major illness of an immediate family member.
3. Medical appointments of the student (A doctor's note may be required).
4. Death in the family.
5. Religious holidays of the student's own faith (~~pre-approved by school administration~~).
6. Subpoena or forced absence by any law enforcement agency to fulfill civic duties (a copy of the subpoena or court summons is required).
7. Special events, examples of special events include important public functions, conferences, athletic or academic competitions, other state/national competitions, as well as exceptional cases of family need. The student must get permission from the school administration at least five (5) days prior. The request for approval must be submitted in writing to the front office at least five (5) days prior to a planned absence.
8. Major disaster that would justify absence.
9. Students having, or suspected of having, a communicable disease that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (s.1003.22, F.S.). Parents must contact the school nurse for clarification and direction.
10. Other planned absences approved in advance by the school administration.

Students with an excused absence will be permitted up to two (2) days per excused absence to make-up any missed assignments or assessments.

All other absences will be considered unexcused.

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Habitual Truant

Section 1003.01, F.S., defines habitual truant as a student who has at least 15 unexcused absences within 90 calendar days.

Section 1003.26, F.S., defines a pattern of nonattendance as 5 unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period.

Interventions will be implemented for those students who accumulate unexcused absences, as per the discipline matrix. Habitual truants and those exhibiting a pattern of nonattendance shall be referred to the School Based Team as described in "Attendance Procedures" below. Excessive unexcused absences may result in withdrawal from A.D. Henderson & FAU High School.

Tardies

The school day is from 8:00 a.m. - 2:30 p.m. for elementary students, and 8:00 a.m. - 2:45 p.m. for middle/high school students. A tardy is the arrival of any student to school after the 8:00 a.m. bell each school day. All tardy arrivals will be noted on the students' report cards as days "tardy." ~~In accordance with section 1003.02, F.S., the school attendance official will record an unexcused absence for every six (6) accumulated unexcused tardies and/or early departures.~~ Students who are tardy 10% or more days/times, regardless of whether they are excused or unexcused, will be referred to the administration. ~~The school attendance official shall refer any student who accumulates six (6) unexcused tardies and/or early departures in a nine-week period to administration.~~

The following procedural steps will be taken regarding habitual tardies:

- ~~1. Staff completes written warning form.~~
- ~~1-2. Letter to Email the parents/guardians.~~
- ~~2-3. Conference with the school counselor and/or administration.~~
- ~~3-4. School-based team meeting may be organized.~~
- ~~4-5. Possible interventions implemented.~~
- ~~5-6. Report made to the Superintendent.~~
- ~~7. Filing of a truancy petition pursuant to F.S. 984.151.~~
- ~~6-8. Counseling to return to home school.~~

Early Departures

In accordance with Section 1003.02, F.S., ~~every six (6)~~ early departures and/or unexcused tardies will be recorded as an unexcused absence by the school attendance official. These unexcused absences will be counted toward the total number of unexcused absences allowed each student per this attendance policy.

School Attendance- General Rules

1. Pursuant to Section 1003.21, F. S., all children who are either six years of age, who will be six years old by February 1 of any school year, or who are older than six years of age but who have not attained the age of

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16 years must attend school regularly during the entire school term.

2. When a student is continually sick and repeatedly absent from school, the student must be under the supervision of a doctor in order to receive an excuse. A doctor's written statement must confirm that the student's condition requires absence for more than three (3) days.
3. FAUS students are expected to be in attendance 180 days, or the equivalent hours as defined in s. 1011.61, F.S., each school year
4. ~~Students attending FAUS must be in attendance at least 150 days per school year. Those students who are not in attendance for at least 150 days may not be eligible for promotion at the end of the school year.~~ Students must attend school regularly. Students absent or tardy 10% or more days/times, regardless of whether they are excused or unexcused, may be withdrawn or not permitted to re-enroll for the following school year.
5. ~~The school day is from 8:00 a.m. – 2:30 p.m. (2:45 p.m. for middle/high school students). Students who arrive at school after the 8:00 a.m. bell are tardy. Parents must sign in tardy students at the front office, and the student must present an admission slip to the classroom teacher.~~
5. 6. The participation of a student in any extra-curricular activity is dependent on attendance in school on the day of the event. Any student who has an unexcused absence for more than half the day will not be eligible to participate in any extra-curricular activity on that day.

Attendance Procedures

Section 1003.23, F.S., requires that the attendance or absence of students must be checked on a daily basis during the school year and its associated summer school. School administration is responsible for implementing the following steps to enforce regular school attendance:

1. Teachers will keep accurate records of student attendance.
 - a. Students are to be marked absent if they are not present at 8:00 a.m. each school day or at the start of the class period.
 - b. Students arriving to class after 8:00 a.m. or class period bell will be marked tardy.
 - c. Any student arriving to school after 8:00 a.m. must be signed in by a parent or guardian in the front office.
2. Parents or guardians must report a student's absence by telephone before 9:00 a.m. **each** day the child is not present in school.
 - a. If the child is absent for a prolonged illness and a physician's note is provided, attendance does not need to be reported daily.
 - b. Should an absence not be reported on each day the child is not in school, the absence will be considered unexcused.
 - c. The report must give the date of the absence and the reason. However, a parent's explanation of an absence does not guarantee that the absence will be excused.

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3. The school will track excused and unexcused absences and contact the home in case of an absence for which the reason is unknown to determine the reason for the absence.
4. The school will refer specific students to the School Based Team to determine if a pattern of non-attendance is developing and, if necessary, to meet with the parent and student. The School Based Team is required to implement interventions to resolve the problem.

Authority: s. 1003.01, F. S.; s. 1003.26, F.S.; s. 1003.23, F. S.; s. 1011.62, F.S.

Approved by the FAUS School Advisory Body on 1-18-18

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