

# Attendance Handbook for School Personnel 2015 – 2016



2015-2016

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## Introduction

2015-2016

This handbook is designed to serve as a procedural guide for school-based personnel in Polk County Schools on matters of student attendance. Attendance procedures, statutory requirements, resources, forms and other materials are included in this document.

Truancy and non-attendance have become very serious issues facing schools across the country, from elementary through high school, and impact all segments of our communities, regardless of income and social class. Truancy and excessive absenteeism are insidious problems for schools and communities because they stem from a broad range of risk factors and lead to negative and even dangerous consequences. Consequences include poor academic performance, increased dropout rates, reduced job earning capacity, and increased criminal activity.

The Office of Juvenile Justice and Delinquency Prevention's (OJJDP) Program of Research on the Causes and Correlates of Delinquency indicates that truancy is a likely precursor to serious nonviolent and violent offenses among youth, and that the connection between truancy and delinquency seems to be particularly strong among males.

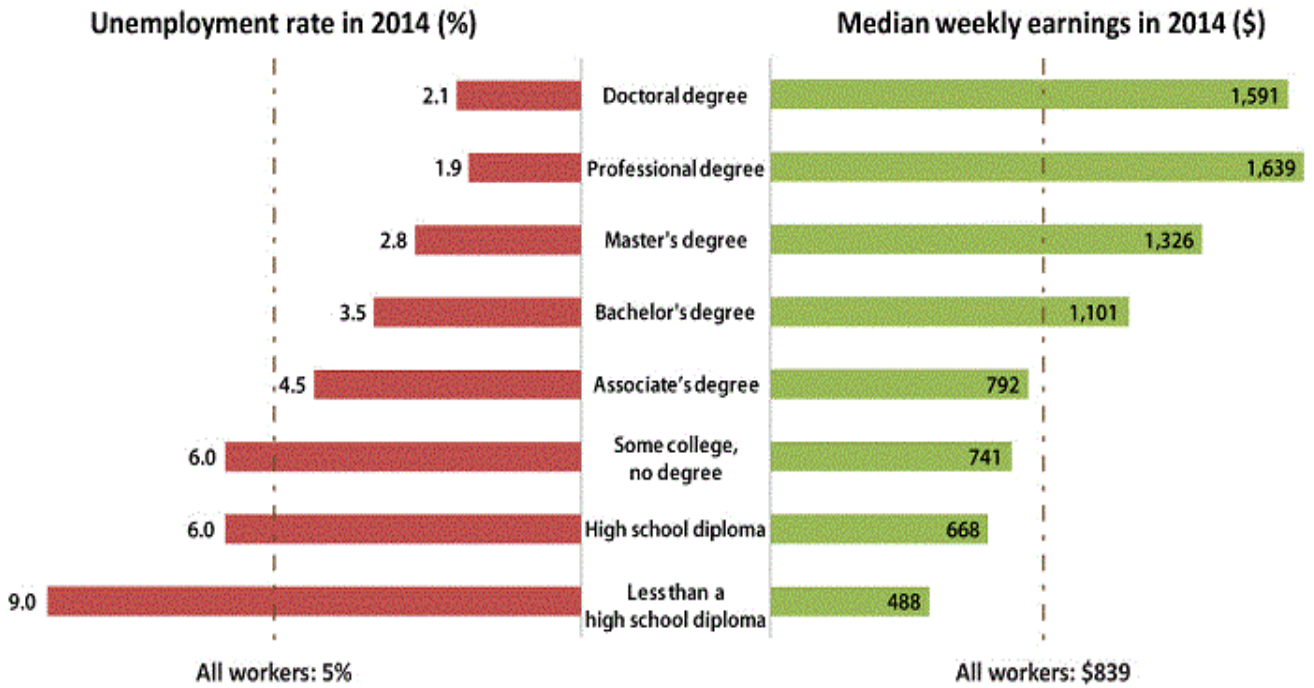
Truancy is a well-established risk factor for school dropout and is a very serious and all-too-common problem.

*"Each year, more than a half million children drop out of high school and the rate at which they drop out has remained the same for about the past 30 years. Dropouts typically earn less than graduates. The average earnings difference is estimated to be \$9,000 a year and \$260,000 over the course of a lifetime. Dropouts contribute only about half as much in taxes as do high school graduates. They draw larger government subsidies in the form of food stamps, housing assistance and welfare payments. They have dramatically increased chance of landing in prison, and they have worse health outcomes and lower life expectancies."*

Source: U.S. Department of Education, National Center for Education Evaluation and Regional Assistance, September, 2008)

**Note:** Data are 2014 annual averages for persons age 25 and over. Earnings are for full time wage and salary workers.

## Earnings and unemployment rates by educational attainment



Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.  
 Source: Current Population Survey, U.S. Bureau of Labor Statistics, U.S. Department of Labor

### 2015-2016 Basic Attendance Guidelines

- Utilize SchoolMessenger for attendance notification.
- Utilize Pinnacle codes in secondary schools as indicated in table below: **(If no code is entered, the student will be counted as Present).**

Code	Description	Code	Description
A	Excused Absence	SB	School Business Absence
AU	Unexcused Absence	NS	No Show
OSS	Out-of-School Suspension	E	Entry
TU	Unexcused Tardy	W	Withdrawal
T	Excused Tardy	H	Out-of-District Illness
SIC	In-School Suspension		

- Run Entry/Withdrawal (Dem009) report on a regular basis to follow up on students who withdraw from school and fail to enroll in another school (W02 and W26 codes). W02 withdrawals will change to W22 after 10 days. This is necessary for compliance with the Driver's License attendance requirements set forth in Florida Statute 1003.27(2)(b).
  - Monitor dropout codes to ensure enrollment at a new school. (See page 34 for dropout codes.)
- Address verifications: Two proofs of address that meet enrollment requirements are verification of a student's address. If a student is reported to have moved, verification of the new address is needed. The school contacts to the parent to inform of the need for additional verification can be made by telephone calls, emails, notes in the student's agenda, and U.S. Mail. If school letters sent by U. S. Mail to the listed address are not returned to the school, the listed address would be considered current. Referrals for the school social worker to do a home visit to verify an address should be made only after all other attempts to obtain verification from the parent have failed.

## Administrator Responsibilities

The School Administrator is responsible for implementing district attendance policies and developing written school-based procedures that ensure compliance with Florida statutes and Polk County Schools' district policies governing student attendance. Guidelines are as follows:

- Establish the school's Problem Solving Leadership Team (PSLT) to develop school-wide procedures and interventions to address attendance. Considerations include:
  - Developing attendance goals for the school as a part of the School Improvement Plan (SIP)
  - Monitoring school-wide attendance
  - Promoting a culture of student engagement through school-wide initiatives
  - Utilizing the problem solving process within the Multi-Tiered System of Supports (MTSS) model to address student attendance issues
  - Developing interventions to discourage tardiness and early check outs
- Designate an Attendance Manager for the school and establish the specific duties of this role.
- Guarantee that all appropriate staff members, including substitute teachers, are instructed in the proper recording of attendance.
  - Retain substitute teachers' attendance rosters for the entire year.
- Using the Pinnacle Attendance Tracking Report verify that accurate daily attendance is taken by all teachers at the same time each day/period.
- Retain copies of the Pinnacle Attendance Tracking Reports for the entire school year.
- Retain copies of logs of students' late arrivals and early departures.
- Establish a procedure for maintaining records of parent/doctor notes submitted for student absences.
- Sign form for FTE verification of attendance accuracy.
- Ensure that the SchoolMessenger electronic messaging system used to notify parents of non-attendance includes directions for parents to contact the school regarding student non-attendance.
- Establish a problem solving team to determine if there are early patterns of non-attendance developing as defined by Florida Statute 1003.26.
  - If a pattern of non-attendance is developing, a meeting between the parent and the problem solving team must be scheduled.
  - Designate a member of the school's Problem Solving Team as a primary contact for the school social worker for consultations and for developing and implementing interventions.

## Problem Solving Team Responsibilities

The Problem Solving Team (PST) should include individuals who have the skills and responsibility for problem solving and facilitating interventions. The PST, defined as the “child study team” in Florida Statute 1003.26, will perform the following duties:

- Determine if a student who accrues 5 unexcused absences in 1 month or 10 unexcused absences in a 90 calendar day period is exhibiting a pattern of non-attendance. If there is a pattern of non-attendance, a meeting with the parents must be scheduled. During this meeting, school and district attendance policies shall be discussed and interventions developed to prevent truancy. An attendance contract must be completed with the parents. If possible, the school social worker should be included in this meeting.
- Progress monitor the student’s attendance following the first attendance PST meeting. Additional PST meetings with the parents should be scheduled as needed to address on-going non-attendance issues. The school social worker must be included in the additional PST meetings. New interventions may include, but are not limited to, the following actions:
  - Implementation of other interventions as appropriate
  - Referral to Youth and Family Alternatives for CINS/FINS (Child in Need of Services/Families in Need of Services)
  - Parental prosecution for violations of compulsory attendance statutes.
- Refer students to the school social worker who are not enrolled by February 1, **following their sixth birthday.**
- Notify the Senior Manager of Social Work Services/Home Education Coordinator when parents are withdrawing students with patterns of non-attendance to enroll in home education.

## Attendance Manager Responsibilities

- Update Genesis contact information, especially the preferred attendance phone number for SchoolMessenger messages. 2015-2016
- Run weekly Genesis reports (ATD 117) for students with 10 excused absences, 5 unexcused absences, and 10 unexcused absences.
  - Verify accuracy of attendance in Genesis Single Student/One Year Report.
- Send computer generated attendance letters to parents at prescribed times by clicking the box beside the student's name in Genesis to select the appropriate letter. Save a copy of all letters.
- Do not send letters requiring doctor's notes for further absences to be excused if parents have already submitted the *Medical Documentation for Absences Form*.
  - Record absences related to on-going medical issue as excused when *Medical Documentation for Absences Form* is on record, including absences for students who are pregnant.
  - Use Attendance Exemptions code in GENESIS for these students.
- Notify teachers of students exhibiting patterns of non-attendance.
- Code out of school suspensions "S".
- Record absences related to on-going medical issue as excused when *Medical Documentation for Absences Form* is on record, including absences for students who are pregnant.
- Refer students receiving the 5 days or 10 days unexcused letters to the Problem Solving Team. Document parent response to letter.
- Continue to monitor student attendance records for accuracy.
- Implement the attendance records procedures designated by the principal.



## Teacher Responsibilities

2015-2016

- Record daily attendance at the designated time utilizing Pinnacle.
- Document all parent contacts regarding attendance including letters in the agenda, telephone calls, conferences and/or e-mails.
  - Notify Attendance Manager regarding attendance corrections.
- Refer students with excessive absences to the school's attendance manager for further interventions.
- Allow students to make up work according to district policy/procedure.

## Social Worker Responsibilities

- Consult with school personnel on a regularly scheduled basis regarding home and school information relevant to students' attendance and academic performance.
- Participate in Problem Solving Team meetings at assigned schools.
- Make home visits, telephone calls, and other contact with family as needed.
- Assist the family in locating community resources.
- Serve as a liaison with appropriate school and community agency personnel.
- Coordinate PST meetings with school staff for families/students requiring more extensive interventions(s).
- Collaborate with School Nurse to provide parents with *Medical Documentation for Absences Form* when appropriate for students with on-going medical issues.

## Elementary Attendance Contract

(on school letterhead)

Student's Name: \_\_\_\_\_ 2015-2016 ID#: \_\_\_\_\_

This contract is to inform parents/guardians of student attendance policies at (school) \_\_\_\_\_. As the parent/guardian, I acknowledge my awareness of the following student attendance requirements:

1. Florida Statute 1003.26 requires regular school attendance of children between the ages of 6 and 16.
2. Florida Statute 1003.24 makes parents and legal guardians responsible, and criminally liable, for ensuring that their children attend school. Criminal prosecution of the parent may be instituted, as provided by law for student non-attendance.
3. It is the parent's responsibility to notify the school of the student's absences.
4. Polk County Schools can require a doctor's note to excuse absences if a child has exhibited a pattern of non-attendance (10 excused days).
5. For the purpose of truancy for elementary students, 3 unexcused tardies and/or unexcused early checkouts will be counted as one unexcused absence. Excused and unexcused tardies are defined the same as excused and unexcused absences.
6. Referral to a School Social Worker for assistance will be made if a child presents a pattern of non-attendance.
7. Parents will be required to attend school meetings to discuss patterns of non-attendance and complete an intervention plan.
8. Trips with parents must be pre-approved in order to be excused.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Name Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Contrato de Asistencia de Escuela Elemental

(on school letterhead)

Nombre del Estudiante: \_\_\_\_\_ **2015-2016**# de ID: \_\_\_\_\_

Este contrato es para informar a los padres/encargados de la política de asistencia del estudiante en (name of school)

Como padre/encargado, reconozco que tengo conocimiento de los siguientes requisitos de asistencia de los estudiantes:

1. El Estatuto de la Florida 1003.26 requiere la asistencia regular a la escuela de los niños entre las edades de 6 y 16 años
2. El Estatuto de la Florida 1003.24 hace responsables a los padres y a los tutores legales, y responsables penalmente, de asegurar que sus hijos asistan a la escuela. La persecución penal de los padres puede ser iniciada según lo previsto por la ley por las ausencias del estudiante.
3. Es responsabilidad de los padres notificar a la escuela las ausencias del estudiante.
4. Si un estudiante presenta un patrón de ausencias, las Escuelas del Condado de Polk pueden requerir una nota del médico para excusar las ausencias, (10 días excusados).
5. Para los estudiantes de escuela elemental, tres tardanzas sin excusar y/o salidas tempranas se contarán como una ausencia injustificada para el propósito de una petición de absentismo (truancy) escolar. Las tardanzas excusadas y no excusadas se definen de igual manera ausencias excusadas y no excusadas.
6. Se hará un referido a un Trabajador Social Escolar para ayuda si el/la estudiante presenta un patrón de ausencias.
7. Se le requerirá a los padres a que asistan a reuniones en la escuela para discutir los patrones de ausencias y completen un plan de intervención de asistencia.
8. Los viajes con los padres deben ser previamente acordados y aprobados por la administración de la escuela para poder ser excusado.

\_\_\_\_\_  
Firma del Padre

\_\_\_\_\_  
Firma del Funcionario Escolar

\_\_\_\_\_  
Letra de Molde

\_\_\_\_\_  
Nombre en Letra de Molde

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Fecha

**Middle/High Attendance Contract**  
(on school letterhead)

Student's Name: \_\_\_\_\_ **2015-2016** ID# \_\_\_\_\_

The following contract is to inform all parties of the student attendance policies at (school). All parties acknowledge awareness of the following student attendance requirements.

1. By law, I am required to attend school until I reach the age of 16 and to the age of 18 if my parents do not sign a waiver for me to drop out.
2. Students between the ages of 16 – 18 years must comply with compulsory attendance requirements unless the Declaration of Intent to Terminate School Enrollment From has been completed.
3. Terminating school enrollment prior to graduation has been shown to negatively impact career opportunities and earnings.
4. Students (starting at the age of 14) will have driving privileges revoked or suspended for non-attendance.
5. Florida law requires high school students be present in class to receive credit. A passing grade alone does not meet this requirement.
6. Florida Statute 1003.24 makes parents/legal guardians responsible for ensuring their children attend school, and criminal prosecution against the parent may be instituted as provided by the law.
7. Polk County Schools can require a doctor's note to excuse absences if my child has exhibited a pattern of non-attendance (10 excused days).
8. Referral to the School Social Worker for assistance will be made when there is a pattern of non-attendance.
9. Parents will be required to attend school meetings to discuss patterns of non-attendance and complete an intervention plan.
10. Trips with parents must be pre-approved in order to be excused.

_____	_____	_____
Student's Signature	Parent's Signature	School Signature
_____	_____	_____
Printed Name	Printed Name	Printed Name
_____	_____	_____
Date	Date	Date

## Contrato de Asistencia de Escuela Intermedia/Superior

(school letterhead)

2015-2016

Nombre del Estudiante: \_\_\_\_\_ # de ID: \_\_\_\_\_

Este contrato es para informar a todas las partes de la política de asistencia del estudiante en (school). Todas las partes, reconocen que tienen conocimiento de los siguientes requisitos de asistencia de los estudiantes:

1. Por ley tengo la obligación de asistir a la escuela hasta que llegue a la edad de 16 años y la edad de 18 años si mis padres no firman un documento para abandonar la escuela.
2. Los estudiantes que tienen entre 16 y 18 años están sujetos a cumplir con la escolaridad obligatoria a menos que hayan completado el Formulario de Declaración de Intención de Terminar la Matrícula de la Escuela. Salirse de la escuela antes de graduarse ha demostrado un impacto negativo en las oportunidades de carrera y en los ingresos.
3. Los estudiantes entre las edades de 14 a 18 años tendrán los privilegios de conducir actuales o futuros revocados o suspendidos por no asistir a la escuela.
4. La ley de Florida requiere que los estudiantes de escuela superior estén presentes en clase para recibir crédito por el curso. Una calificación aprobatoria por sí sola no cumple con este requisito.
5. El Estatuto de la Florida 1003.24 hace responsables a los padres y a los tutores legales de asegurar que sus hijos asistan a la escuela. Puede iniciarse una persecución penal de los padres según lo previsto por la ley por las ausencias del estudiante
6. Si un estudiante presenta un patrón de ausencias, las Escuelas del Condado de Polk pueden requerir una nota del médico para excusar las ausencias, (10 días excusados).
7. Se hará un referido a un Trabajador Social Escolar para ayuda si el/la estudiante presenta un patrón de ausencias.
8. Se le requerirá a los padres a que asistan a reuniones en la escuela para discutir los patrones de ausencias y completen un plan de intervención de asistencia.
9. Los viajes con los padres deben ser previamente acordados y aprobados por la administración de la escuela para poder ser excusado.

\_\_\_\_\_  
Firma del Estudiante

\_\_\_\_\_  
Firma del Padre

\_\_\_\_\_  
Firma de la Escuela

\_\_\_\_\_  
Nombre en Letra de Molde

\_\_\_\_\_  
Nombre en Letra de Molde

\_\_\_\_\_  
Nombre en Letra de molde

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Fecha

## Sample Attendance Letter 10 Excused Absences Requiring a Doctor's Note

2015-2016

### (School Letterhead)

Date: \_\_\_\_\_ Student I.D.: \_\_\_\_\_ Grade: \_\_\_\_\_

To the Parents/Guardian of: Student Name  
Address  
City, State, Zip Code

Florida Statute 1003.21 requires regular school attendance of children between the ages of 6 and 16. Public school students who are 16 years or older are subject to compulsory school attendance until they file a formal declaration of intent to terminate school enrollment (Exit Interview). The Polk County School District takes pride in offering quality education to all students, and believes that regular school attendance is a very important part of educational success.

Our attendance records indicate that your child has been absent \_\_\_\_\_ days during this school year. **For all future absences to be marked excused, you must provide a doctor's note.**

Parents and school staff can work together in many ways to improve attendance and academic achievement. If you feel you have received this information in error or wish to speak with someone regarding this matter, please contact the school Attendance Manager.

Thank you for your assistance.

Sincerely,

Principal

## Spanish Sample Attendance Letter for 10 excused absences Requiring Doctor's Note

### (School Letterhead)

Fecha: \_\_\_\_\_ I.D Estudiante.: \_\_\_\_\_ Grado: \_\_\_\_\_

A los Padres/Encargados: \_\_\_\_\_:

El Estatuto de la Florida 1003.26 requiere la asistencia regular a la escuela de los niños entre las edades de 6 y 16 años. Los estudiantes de escuelas públicas que tienen 16 años o más están sujetos a la escolaridad obligatoria hasta que presenten una declaración formal de intención de terminar la matrícula escolar (Entrevista de Salida). El Distrito Escolar del Condado de Polk se enorgullece en ofrecer una educación de calidad a todos los estudiantes, y cree que la asistencia regular a la escuela es una parte muy importante del éxito educativo.

Nuestros registros indican que su hijo/a ha estado ausente \_\_\_\_\_ días durante este año escolar según consta en el Informe de Indicadores de Absentismo Escolar de las Escuelas del Condado de Polk. **De acuerdo al Estatuto de Florida 1003.24, para que todas las ausencias futuras sean marcadas excusadas, deberá proveer un certificado médico.**

Los padres y el personal de la escuela pueden trabajar juntos de muchas maneras para mejorar la asistencia y el rendimiento académico. Si usted piensa que ha recibido esta información por error o desea hablar con alguien acerca de este asunto, favor de ponerse en contacto con el Administrador de Asistencia de la escuela.

Muchas gracias por su ayuda.

Atentamente,

Director/a

## HC Sample Attendance Letter 10 Absans Motive Egzije yon Nòt Doktè (School Letterhead)

Dat: \_\_\_\_\_ Nimewo Idantite Elèv la: \_\_\_\_\_ Klas li: \_\_\_\_\_

Pou Paran/Responsab Elèv: Student Name  
Address  
City, State, Zip Code

Lwa 1003.26 nan Florida mande pou timoun ki gen ant sis (6) e 16 zan ale lekòl regilyèman. Elèv lekòl leta ki gen 16 zan ou plis gen obligasyon pou ale lekòl jiskaske yo ranpli yon deklarasyon fòmèl ki di entansyon yo pou yo sispann ale lekòl (Entèvyou Evidans). Distri Lekòl nan Depatman polk la santi li fyè pou li ofri tout elèv yon edikasyon ki gen kalite, e li kwè ale lekòl regilyèman se yon pati ki enpòtan anpil pou siksè nan lekòl la.

Dosye prezans lekòl la endike nou pitit ou a te absan \_\_\_\_\_ jou pandan ane lekòl sa a jan sa anrejistre nan Rapò ki Endike Absans pou Lekòl nan Depatman polk la. **Pou yo konsidere pwochen absans yo motive, ou dwe bay yon nòt doktè.**

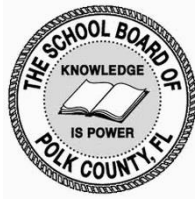
Paran yo ak ekip lekòl la kapab travay men nan men nan divès fason pou amelyore prezans ak pwogrè akademik. Si w kwè se erè nou fè paske nou voye enfòmasyon sa a ba ou, oswa si w ta renmen pale avèk yon moun konsènan sijè sa a, tanpri kontakte Administratè Prezans Lekòl la.

Mèsi pou asistans ou.

Sensèman,

Direktè a





## SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391  
BARTOW, FLORIDA 33831

(863) 534-0500

1915 SOUTH FLORAL AVENUE  
BARTOW, FLORIDA 33830

### Medical Documentation for Absences from School

Florida Statute 1003.24(4) "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 for more than the number of days permitted by the district school board."

**This form is for documentation of a student's on-going treatment for a medical condition. Once the parent submits this form completed by the physician to the student's school, school absences related to this student's medical condition will not require further medical documentation to be excused for the remainder of this school year or for circumstances described by the physician.**

\_\_\_\_\_ (Student's Name) is under supervision for a medical condition that justifies repeated absences from school. If the student's medical treatment will be completed prior to the end of this school year, please indicate expected completion date: \_\_\_\_\_

\_\_\_\_\_ **Physician's Printed Name**

\_\_\_\_\_ **Physician's Signature**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Parent/Guardian Signature**

\_\_\_\_\_ **Date**

**Return this completed, signed document to the school's  
clinic nurse or attendance manager.**

### **Use of the 10-day doctor's note letter and Medical Documentation for Absences Form**

Polk County Schools attendance procedures state, "A student may be excused for illness up to 10 attendance days in a span of 90 calendar days. After this period of time, a doctor's verification will be required." Our attendance procedures encourage schools to send parents/guardians notification of their student's accumulation of 10 excused absences within 90 calendar days and require them to provide a doctor's note for future absences to be marked excused. GENESIS will trigger a list of those students and a letter with the school's letterhead. Copies of those letters should be kept by the school's attendance manager. This is one intervention that encourages regular school attendance.

However, there are circumstances when this 10 day letter should not be sent to parents/guardians, such as the following:

- Doctor's notes have already been submitted to the school by the parent/guardian
- The school has medical documentation of a student's chronic illness or long term illness that necessitates frequent absences (Use *Medical Documentation for Absences Form*.)
- The student has been hospitalized and documentation provided (Use *Medical Documentation for Absences Form*.)
- The student has been injured and requires on-going treatment (Use *Medical Documentation for Absences Form*.)
- The student has been absent due to head lice (refer to head lice policy in attendance procedures.)
- The principal has documented his/her approval of student trips with the family
- The principal has documented family emergencies necessitating student absences.

**Before sending a 10 days absent letter requiring a doctor's note to excuse future absences**, the attendance manager should do the following:

- Verify the student's attendance with the teacher, principal and/or clinic nurse regarding any documentation of absences due to any circumstances listed above
- Consult with attendance team to determine the appropriateness of sending the letter.

## Sample Attendance Letter #2 for Five Unexcused Absences

2015-2016

### (School Letterhead)

Date: \_\_\_\_\_ Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_

To the Parents/Guardians of: Student Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Florida Law requires all children between the ages of 6 and 16 to attend school regularly. Legal actions may be taken against the parent and/or the student for non-attendance. The Polk County School District takes pride in offering quality education to all students, and believes that regular school attendance is a very important part of educational success.

Attendance records show that your student has been absent \_\_\_\_\_ days of this school year with \_\_\_\_\_ recorded as unexcused. Attempts have been made to contact you regarding your student's attendance issues.

**Please contact the school's Attendance Manager regarding your student's absences. If there is a pattern of non-attendance, a meeting will be scheduled with the school problem solving team as required by Florida Statute 1003.26.**

Sincerely,

Principal

## Spanish Sample Attendance Letter for Five Unexcused Absences

2015-2016

### (School Letterhead)

Fecha: \_\_\_\_\_ I.D Estudiante.: \_\_\_\_\_ Grado: \_\_\_\_\_

A los Padres/Encargados de: Student Name  
Address  
City, State, Zip Code

La Ley de la Florida requiere que todos los niños entre las edades de 6 y 16 años asistan a la escuela regularmente. Se puede tomar acción legal en contra del padre y/o el estudiante por sus ausencias. El Distrito Escolar del Condado de Polk se enorgullece en ofrecer una educación de calidad a todos los estudiantes y cree que la asistencia regular a la escuela es una parte muy importante del éxito educativo.

Los registros de asistencia muestran que su hijo/a ha estado ausente \_\_\_\_\_ días de este año escolar con \_\_\_\_\_ registradas como injustificadas (sin excusar). Se han hecho intentos de comunicarse con usted respecto a los asuntos de asistencia de su hijo/a.

**Póngase en contacto con el/la Directora/a de Asistencia de la escuela respecto a las ausencias de su hijo/a. Si hay un patrón de ausencias, se programará una reunión con el equipo de solución de problemas de la escuela según es requerido por el Estatuto de la Florida 1003.26.**

Atentamente,

Director/a

## Haitian Creole Sample Attendance for 5 Unexcused Absences

2015-2016

### (School Letterhead)

Dat: \_\_\_\_\_ ID Elèv la: \_\_\_\_\_ Klas: \_\_\_\_\_  
Pou Paran/Responsab Elèv: \_\_\_\_\_ :

Lwa nan Florid mande pou timoun ki gen laj ant 6 e 16 lane ale lekòl regilyèman. Lalwa kapab pran sanksyon kont paran an e/oswa kont elèv la si li pa prezan nan klas li. Distri Lekòl nan Depatman Polk la santi li fyè pou li ofri tout elèv yon ledikasyon ki gen kalite, e li kwè lè yon elèv toujou prezan nan klas li, sa jwe yon wòl ki enpòtan anpil nan siksè elèv la nan lekòl la.

Mwen sèten kè w pa poze konsènan avni pitit ou a, epi ou konprann wòl enpòtan prezans regilye pitit ou lekòl la genyen. Pitit fi w oswa pitit gason w lan rate bagay enpòtan pwofesè a anseye ak devwa li bay yo chak fwa li pa prezan nan sal klas li. Rapò ki Endike Absans nan lekòl la montre pitit ou a te absan pou \_\_\_\_\_ jou diran ane lekòl sa a kote yo anrejistre \_\_\_\_\_ absans ki pat motive. Pèsonèl lekòl la te fè plizyè tantativ pou yo te kapab ede ak pwoblèm absans pitit ou a. Yo kapab angaje yon Travayè Sosyal Lekòl la pou kontinye swiv dosye a epi bay sipò ki nesèsè nan ka sa a.

Paran yo ak ekip lekòl la kapab travay men nan men nan divès fason pou amelyore prezans ak siksè akademik elèv yo. Si w kwè se erè yo fè lè yo voye enfòmasyon sa yo ba ou, oswa si w ta renmen pale ak yon moun lekòl la konsènan bagay sa a, tanpri kontakte Manadjè Prezans lan nan lekòl la.

Sensèman,

Direktè a

# Sample Attendance Letter for 10 Unexcused Absences in 90 Calendar Days

2015-2016

## (School Letterhead)

Date: \_\_\_\_\_ Student I.D.: \_\_\_\_\_ Grade: \_\_\_\_\_

Re: School Non-attendance

To the Parents/Guardians of: Student Name  
Address  
City, State, Zip Code

The Polk County School District takes pride in offering quality education to all students, and believes that regular school attendance is a very important part of your student's achievement and educational success. Attendance records show that your student has been absent \_\_\_\_\_ days of this school year, with \_\_\_\_\_ recorded as unexcused in a 90 calendar day period. A meeting or assembly to discuss attendance is scheduled for \_\_\_\_\_ (time), \_\_\_\_\_ (date) at \_\_\_\_\_ (name of school).

Your participation in the scheduled meeting/assembly is required to further discuss your student's attendance. Your child may be included in the meeting at school regarding the importance of regular school attendance. If you cannot attend at the appointed time or feel you have received this letter in error, please contact the school Attendance Manager.

Florida Law requires all students between the ages of 6 to 16 years of age to attend school regularly. Public school students who are 16 years or older are subject to compulsory school attendance until they file a formal declaration of intent to terminate school enrollment. (Exit interview.) Legal actions may be taken against the parent and/or the student if the non-attendance issue is not resolved.

Sincerely,

Principal

# Spanish Sample Attendance Letter for 10 Unexcused Absences in 90 Calendar Days

2015-2016

## (School Letterhead)

Fecha: \_\_\_\_\_ I.D Estudiante.: \_\_\_\_\_ Grado: \_\_\_\_\_

Asunto: No Asistencia a la Escuela

A los Padres/Encargados de: Student Name \_\_\_\_\_:

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

La Ley de la Florida requiere que todos los estudiantes entre las edades de 6 y 16 años asistan a la escuela regularmente. Los estudiantes de escuelas públicas que tienen 16 años o más están sujetos a la asistencia escolar obligatoria hasta que presenten una declaración formal de intención de terminar la matrícula escolar (Entrevista de Salida). Se puede tomar acción legal contra el padre y/o el estudiante por inasistencia. Los registros de asistencia muestran que su hijo/a ha estado ausente \_\_\_\_\_ días en este año escolar, con \_\_\_\_\_ ausencias registradas como injustificadas en un período de 90 días del calendario.

Como ha continuado un patrón de ausencias, se ha programado una reunión para discutir este tema para \_\_\_\_\_ (time), \_\_\_\_\_ (date) en \_\_\_\_\_ (name of school). El Distrito Escolar del Condado de Polk se enorgullece en ofrecer una educación de calidad a todos los estudiantes, y cree que la asistencia regular a la escuela es una parte muy importante del éxito educativo.

Su participación en la reunión programada/asamblea es requerida para seguir discutiendo la asistencia de su hijo/a. Su hijo/a será incluido/a en la reunión en la escuela con respecto a la importancia de la asistencia a la escuela regularmente. Si usted no puede asistir a la hora señalada, o piensa que ha recibido esta carta por error, favor de ponerse en contacto con el Administrador de Asistencia de la escuela.

Atentamente,

Director/a de la Escuela

## HC Sample Attendance Letter for 10 Unexcused Absences in 90 Calendar Days

2015-2016

### (School Letterhead)

Dat: \_\_\_\_\_ Nimewo Idantite Elèv la: \_\_\_\_\_ Klas: \_\_\_\_\_

Re: Absans Lekòl

Pou Paran/Responsab Elèv: Student Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Lwa nan Eta Florid mande pou timoun ki gen laj ant 6 e 16 lane ale lekòl regilyèman. Elèv ki nan lekòl piblik ki gen laj 16 lane ou plis gen obligasyon pou yo prezan lekòl regilyèman jiskaske yo fè yon demann fòmèl konsènan entansyon yo pou yo mete fen nan enskripsyon yo lekòl la. (Entèvyou Sòti.) Lalwa kapab pouswiv paran e/oswa elèv la si l pa ale lekòl. Dosye prezans nou endike pitit ou a te absan \_\_\_\_\_ jou ki pa motive pandan ane lekòl sa a, avèk \_\_\_\_\_ jou yo anrejistre ki pat motive sou yon peryòd 90 jou lekòl.

Piske tandans absans lekòl la ap kontinye, gen yon reyinyon ki planifye jou k'ap \_\_\_\_\_ (time), \_\_\_\_\_ (date) nan lokal \_\_\_\_\_ (name of school) pou diskite pwoblèm sa a. Distri Lekòl nan Kanton Polk la santi l fyè pou l ofri tout elèv yon edikasyon kalite, e li kwè prezans regilye pitit ou a lekòl la enpòtan anpil pou reyisit li ak pou sikse li lekòl la.

Patisipasyon w nan reyinyon ki planifye a obligatwa pou yo kapab chita tande sou keksyon prezans pitit ou lekòl la. Pitit ou ap fè pati yon reyinyon lekòl la ap fè konsènan enpòtans prezans regilye elèv la lekòl la. Si w pa ka vini nan reyinyon an nan lè li planifye a, oswa si w kwè se erè yo fè yo voye enfòmasyon sa a ba ou, tanpri kontakte responsab prezans lekòl la.

Sensèman,

Direktè



## School Social Work Referral Form Polk County Schools Student Services Department

Student's Name: \_\_\_\_\_ <sup>2015-2016</sup> ID#: \_\_\_\_\_

School: \_\_\_\_\_ (\_\_\_\_\_) Grade: \_\_\_\_\_  
Name Number

Referral Concerns: Check all that apply.

- Attendance \_\_\_\_\_
- Address Verification \_\_\_\_\_
- Did not enroll \_\_\_\_\_
- Parent request \_\_\_\_\_
- Medical/physical \_\_\_\_\_
- Behavioral/social \_\_\_\_\_
- Low academics \_\_\_\_\_
- Other \_\_\_\_\_

**Include a copy of the Student's Emergency Card, the Single Student Attendance Report and grades.**

**Please document previous contacts/interventions below.**

Contact Date	Contact Method	Phone #	Person Contacted	Findings / Comments	Signature

Referral Date: \_\_\_\_\_ Referred by: \_\_\_\_\_  
Signature Print Name

Outcome Notes:  
\_\_\_\_\_

## **Instructions for Completing the Social Work Form for Attendance Referrals**

*2015-2016*

### **Non-Attendance for Unknown Reasons:**

- Teacher or Attendance Manager makes contact with the parent/guardian by phone, letter, agenda note or conference, and documents contacts

### **First 10 Absences:**

- Attendance Manager sends attendance letter to parent requiring a doctor's note to excuse further absences. Retain copy for file.
- Teacher marks further absences as unexcused if no doctor's note is submitted by the parent.
- Teacher and/or Attendance Manager continue to monitor attendance and document all parent contacts.

### **5 Unexcused Absences:**

- Attendance Manager sends attendance letter to parent and retains a copy for file.
- Teacher or Attendance Manager continues to monitor attendance and documents all parent contacts.

### **10 Unexcused Absences:**

- Attendance Manager sends attendance letter to the parent and retains a copy for the file.
- Attendance Manager completes the referral packet for the School Social Worker.

### INTERVENTION PLAN

Date Developed: \_\_\_\_\_

Student's Name: \_\_\_\_\_

ID#: \_\_\_\_\_

2015-2016

School: \_\_\_\_\_

Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

<b>1. Problem/Target Skill:</b>	Student has missed a total of ____ % of school this year. The student has ____ unexcused absences, ____ excused absences, and ____ tardies. Currently your student has ____% unexcused absences.		
<b>2. Hypothesis:</b> Why is it happenings?			
<b>3. Measurable Goal:</b>	<b>The student will have 0 additional unexcused absences.</b>		
<b>4. Intervention:</b> Person Responsible:  _____	<b>Type (e.g. content and instructional format):</b>		
<b>5. Planned Reinforcer:</b>	Improved academic success. The student will benefit from academic and social gains as a result of consistent school attendance.		
<b>6. Intervention Support:</b>	The teacher will document daily attendance accurately. If needed, the social worker will follow up with a phone call or home visit.		
<b>7. Progress Monitoring:</b>	Genesis Attendance Report. On-going monitoring of attendance. Communication with parent as needed.		
<b>8. Start Date:</b>		<b>9. Review Date:</b>	<b>On-going</b>

**Meeting Recommendations:** (Continue, Modify, or Discontinue Intervention? Any other discussions?)

1. If attendance does not improve and student reaches/has met **15 unexcused absences in a 90 calendar period** anytime during 2015-16 school year a referral to Youth and Family Alternative (YFA) AND/OR Parent Prosecution will be pursued due to violation of Florida Statute 1003.24.
2. Doctor's notes are required for any further absences to be considered excused.
3. Attendance Contract will be signed by parent and/or student

**Participants' Signatures:**

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Student

\_\_\_\_\_  
Social Worker

\_\_\_\_\_  
School Representative

\_\_\_\_\_  
Youth & Family Alternatives Representative

\_\_\_\_\_  
Other attendee

Copies: Student Cumulative Folder, Parent, School Social Worker, Student Services

## INTERVENTION PLAN DIRECTIONS

- 1. IDENTIFY PROBLEM:** Using the baseline data already collected, identify problem(s) and specify problem(s)/target behavior(s) and specify problem(s)/target(s) in observable, measurable terms on the **Intervention Plan** form. Use one **Intervention Plan** form per identified problem, attaching additional plan forms as necessary. Select no more than two (2) target academic/behavior problems to work on initially. If it is a behavior problem, be sure to specify function, frequency, duration, and intensity of the problem. If it is an academic problem, be sure to specify fluency, accuracy, and rate of work completion. Student level of academic and behavioral performance must vary significantly from typical peer performance and statewide benchmark expectations.
- 2. DEVELOP HYPOTHESIS:** Why is this problem(s) happening? Make an educated guess based on the background information, baseline data, your observations, home environment, peer interaction, teacher/student relations, curriculum, instruction, and any diagnostic data available (e.g. Discovery Learning), and then document your hypothesis on the Intervention Plan form.
- 3. SET MEASURABLE GOAL:** Select goal(s) to be met at the end of the progress monitoring period that is observable, measureable, and realistic. List the measurable goal(s) on the Intervention Plan form.
- 4. DEVELOP INTERVENTION:** Design intervention(s) that is evidenced-based and describe it in detail (e.g. type, duration, frequency, group size, implementer, etc.) on the Intervention Plan form.
- 5. PLAN REINFORCER:** Determine if a reinforcer(s) is needed with this intervention (e.g. reward for meeting set criteria or goal) and document on the Intervention Plan form.
- 6. SUPPORT:** Identify support (e.g., materials, modeling, coaching, etc.) that will be provided to the intervention implementer.
- 7. PROGRESS MONITORING:** Determine who will monitor student progress, the tool (e.g., chart, test, observation, etc.), and how often it will be used to monitor the student's progress toward the goal. Document the person responsible, the tool, and frequency of use on the Intervention Plan form.
- 8. SET DATES:** Document date of when the intervention starts and date on which intervention will be reviewed (meeting date) on the Intervention Plan form.

Student \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Document Fidelity of Intervention below: 2015-2016

Week of:                      Week of:                      Week of:                      Week of:                      Week of:

M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F

Week of:                      Week of:                      Week of:                      Week of:                      Week of:

M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F

Week of:                      Week of:                      Week of:                      Week of:                      Week of:

M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F

Document progress monitoring data below AND attach graph of data:

Date (X axis)					
Score or Frequency (Y axis)					

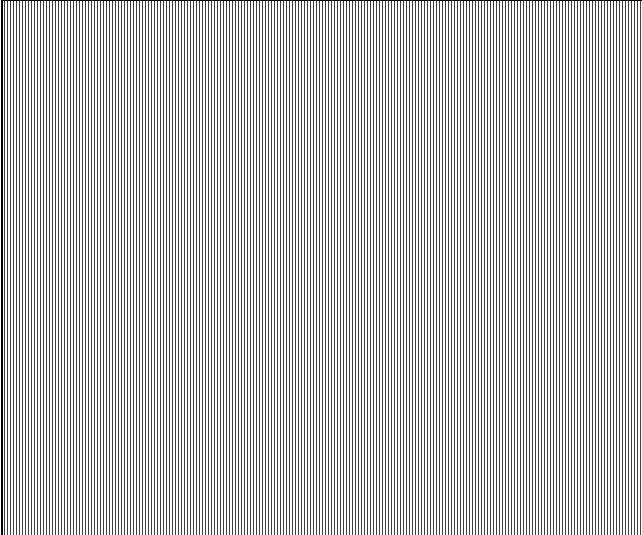
Date (X axis)					
Score or Frequency (Y axis)					

Date (X axis)					
Score or Frequency (Y axis)					

**DATA FLORIDA DEPARTMENT OF EDUCATION DOE  
INFORMATION DATABASE REQUIREMENTS  
VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS  
Implementation Date:  
Fiscal Year 1992-93 - July 1, 1992**

**Appendix A  
Attendance Recordkeeping Required Codes  
For Grade PK-12 Students  
Dropout Codes Are Designated By An Asterisk \***

Entries into Florida Public Schools This School Year:	Withdrawal From Florida Public Schools Grade PK-12 Students:
<b>E01</b> - Any PK-12 student who was enrolled in a public school in this school district the previous school year.	<b>* DNE</b> - Any PK-12 student who was expected to attend a school but did not enter as expected for unknown reasons.
<b>E02</b> - Any PK-12 student whose last school of enrollment was a public school outside of this district, or in another state or territory.	<b>W01</b> - Any PK-12 student promoted, retained or transferred to another attendance reporting unit in the same school.
<b>E03</b> - Any PK-12 student whose last school of enrollment was a private school in any Florida school district, or another state or territory.	<b>W02</b> - Any PK-12 student promoted, retained or transferred to another school in the same district.
<b>E04</b> - Any PK-12 student who is enrolling in a public school in this district after having been in home education in any Florida school district, or another state or territory.	<b>W3A</b> - Any PK-12 student who withdraws to attend a public school in another district in Florida.
<b>E05</b> - Any student entering PK or KG for the first time.	<b>W3B</b> - Any PK-12 student who withdraws to attend another public school out-of-state.
<b>E09</b> - Any PK-12 student who enters a Florida school from a country other than the United States or a United States Commonwealth/Territory.	<b>W04</b> - Any PK-12 student who withdraws to attend a nonpublic school in- or out-of-state.
<b>Re-entering Into Florida Public Schools:</b>	<b>* W05</b> - Any student age 16 or older who leaves school voluntarily with no intention of returning.

<p><b>R01</b> - Any PK-12 student who was received from another attendance reporting unit in the same school.</p>	<p><b>W06</b> - Any student who graduated from school and met all of the requirements to receive a standard diploma.</p>
<p><b>R02</b> - Any PK-12 student who was received from another school in the same district.</p>	<p><b>W6A</b> - Any student who graduated from school and met all of the requirements to receive a standard diploma, based on the 18-credit college preparatory graduation option.</p>
<p><b>R03</b> - Any PK-12 student who unexpectedly reenters a school in the same district after withdrawing or being discharged.</p>	<p><b>W6B</b> - Any student who graduated from school and met all of the requirements to receive a standard diploma, based on the 18-credit career preparatory graduation option.</p>
	<p><b>W07</b> - Any student who graduated from school with a special diploma based on option one -- mastery of Sunshine State Standards for Special Diploma.</p>
	<p><b>W08</b> - Any student who received a certificate of completion. The student met the minimum credits and local requirements, but did not pass the state approved graduation test or an alternate assessment, and/or did not achieve the required GPA.</p>

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**Appendix A**

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**Attendance Recordkeeping Required Codes  
For Grade Pk-12 Students**

**Dropout Codes Are Designated By An Asterisk \***

<b>Withdrawals From Florida Public Schools: Grade PK-12 Students:</b>	<b>Withdrawal From Florida Public Schools Grade PK-12 Students:</b>
<b>W8A</b> - Any student who met all of the requirements to receive a standard diploma except passing the state approved graduation test and received a certificate of completion and is eligible to take the College Placement Test and be admitted to remedial or credit courses at a state community college as appropriate.	<b>W24</b> - Any KG-12 student who withdraws from school to attend a Home Education program.
<b>W09</b> - Any student who received a special certificate of completion, is properly classified as an eligible exceptional education student, met applicable local requirements, and was unable to meet appropriate special state minimum requirements.	<b>W25</b> - Any student under the age of 6 who withdraws from school.
<b>W10</b> - Any student who completed the GED Exit Option Model Program requirements, passed the GED Tests and the state approved graduation test, and was awarded a standard diploma.	<b>W26</b> - Any student who withdraws from school to enter the adult education program prior to completion of graduation requirements
<b>W12</b> - Any PK-12 student withdrawn from school due to death.	<b>W27</b> - Any student who graduated from school with a special diploma based on option two-mastery of employment and community competencies.



<p><b>*W13</b> - Any KG-12 student withdrawn from school due to court action.</p>	<p><b>WFA</b> – Any student who graduated from school with a standard diploma based on an 18-credit college preparatory graduation option and satisfied the state approved graduation test requirement through an alternate assessment.</p>
<p><b>*W15</b> - Any KG-12 student who is withdrawn from school due to non-attendance.</p>	<p><b>WFB</b> – Any student who graduated from school with a standard diploma based on an 18-credit career preparatory graduation option and satisfied the state approved graduation test requirement through an alternate assessment.</p>
<p><b>*W18</b> - Any KG-12 student who withdraws from school due to medical reasons.</p>	<p><b>WFT</b> - Any student who graduated from school with a standard diploma and satisfied the state approved graduation test requirement through an alternate assessment. (For students meeting accelerated high school graduation option requirements, see <b>WFA</b> and <b>B.</b>)</p>

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**Appendix A**

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**Attendance Recordkeeping Required Codes  
For Grade Pk-12 Students**

**Dropout Codes Are Designated By An Asterisk \***

<b>Withdrawals From Florida Public Schools: Grade PK-12 Students:</b>	<b>Withdrawal From Florida Public Schools Grade PK-12 Students:</b>
<b>*W21</b> - Any KG-12 student who is withdrawn from school due to being expelled.	<b>WFW</b> – Any student with disabilities who graduated from school with a standard diploma and an FCAT waiver.
<b>*W22</b> - Any KG-12 student whose whereabouts is not known.	<b>WGA</b> – Any student who completed the GED Exit Option Model Program requirements, passed the GED Tests, satisfied the state approved graduation test requirement through an alternate assessment, and was awarded a standard diploma.
<b>*W23</b> – Any KG-12 student who withdraws from school for any reason other than W01 - W22 or W24 – W27	

**WITHDRAWAL FROM FLORIDA PUBLIC SCHOOLS: GRADE PK-12 STUDENTS**

**WGD** – Any student who completed the GED Exit Option Model Program requirements and passed the GED Tests, but did not pass the state approved graduation test and was awarded a State of Florida diploma, or any DJJ student passing the GED Tests in accordance with s.1003.51(4), Florida Statutes.

**WPO** – Any student who is withdrawn from school without receiving a standard diploma and subsequent to receiving a W07, W08, W8A, W09, or W27 during the student’s year of high school completion.

Listed below is a summary of the Dropout, Diploma and Certificate Codes.

**Dropout Codes:** DNE, W05, W13, W15, ~~W18~~<sup>W18016</sup>, W21, W22, W23

**Diploma Codes:**

Standard Diplomas: W06, W6A, W6B, W10, WFA, WFB, WFT, WFW, WGA

Special Diplomas: W07, W27 State of Florida Diploma: WGD

**Certificate Codes:**

Certificates of Completion: W08, W8A Special Certificate of Completion: W09

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**Appendix B  
Attendance Recordkeeping Required Codes  
For Adult Students**

Entries into Florida Public Schools This School Year:	Withdrawal From Florida Public Schools Grade PK-12 Students:
<b>ENTRY: ADULT SENIORS</b> <b>EA1</b> - The original entry of an adult student into this class.	<b>W41</b> - Any adult student who left the class/program because of unknown reasons.
<b>REENTRY: ADULT STUDENTS</b> <b>RA1</b> - Reentry of an adult student into the same class after withdrawal from that class for any reason.	<b>W42</b> - Any adult student who was expelled from school.
<b>WITHDRAWALS - ADULT STUDENTS:</b>	<b>W43</b> - Any adult student who graduated from school with a standard diploma.
<b>W28</b> - Any adult student who left the postsecondary adult job preparatory program as a program completer	<b>W44</b> - Any adult student who left school with a certificate of completion.
<b>W29</b> - Any adult student who withdraws from a class but remains enrolled in another class in the program.	<b>W45</b> - Any adult student who left school with a State of Florida diploma (GED).
<b>W30</b> - Any adult student who left the class/program to take a job, previously unemployed.	<b>W46</b> - Any adult student who left the class/program because of the location where the courses met.
<b>W31</b> - Any adult student who left the class/program to take a better job, previously employed.	<b>W47</b> - Any adult student who is procedurally withdrawn at the end of the term or school year who will continue in the class/program the next term or school year.
<b>W32</b> - Any adult student who left the class/program to enter another training program.	<b>W48</b> - Any student in grades 9-12 taking an adult course for high school credit who is working towards a high school diploma who

	has left before completing the class/program.
<b>W33</b> - Achieved personal objective.	<b>W49</b> - Any adult student who left the class/program because of having changed address or left the area.
<b>W34</b> - Any adult student who left the class/program for lack of interest.	<b>W50</b> - Any adult student withdrawn from school due to death.
<b>W35</b> - Any adult student who left the class/program because of health problems.	<b>W51</b> - Any student in grades 9-12 taking an adult course for high school credit who is working towards a high school diploma who has completed the class/program.
<b>W36</b> - Any adult student who left the class/program because of transportation problems.	<b>W52</b> - Any adult student who graduated from school with a standard diploma and satisfied the graduation test requirement through an alternate assessment.
<b>W37</b> - Any adult student who left the class/program because of child care problems.	
<b>W38</b> - Any adult student who left the class/program because of family	

## Attendance Policies and Procedures

### **ATTENDANCE REQUIREMENTS F.S. 1003.26**

2015-2016

The legislature finds that nonattendance is associated with poor academic performance and that school districts must take an active role in promoting and enforcing attendance as a means of improving student performance. The legislature finds that early intervention in school attendance is the most effective way of producing good attendance habits that will lead to improved student learning and achievement.

**Compulsory Attendance:** All children who have attained the age of six (6) years by February 1st of that school year, or who are older than six (6) years of age but have not attained the age of sixteen (16) years, are required to attend school regularly during the entire school term unless otherwise exempt under the law.

Students between 16 and 18 years of age must regularly attend school and are subject to all required intervention and related enforcement procedures unless the parent and the student have formally terminated school enrollment by completing the *Declaration of Intent to Terminate School Enrollment* form and participated in an Exit Interview.

**Responsibility for Attendance:** The responsibility for attendance of a child within the compulsory age limit rests primarily with the parent, with support from the teacher, principal, and attendance problem solving team. The responsibilities are as follows:

1. **Parent:** The responsibility of the parent is to ensure that his or her child attends school on time each school day. It is the parent's responsibility to notify the school regarding the reason for the student's absence.

If the parent of a child within the compulsory school attendance age is found to be responsible for the unexcused nonattendance of that child, criminal prosecution against the parent may be instituted as provided by law.

Regardless of the age of a student enrolled in kindergarten, regular attendance is expected, unless the child's parent or guardian, at the parent or guardian's discretion and in consultation with the child's teacher and principal, formally withdraws the child.

2. **The teacher(s):** Teachers are responsible for carefully monitoring and

accurately recording student attendance. Teachers must attempt to contact parents if a pattern of nonattendance is established.

3. **School Administration:** The principal or designee is responsible for contacting a student's parents in the case of unexcused absence, or an absence from school for which the reason is unknown, to prevent the development of patterns of nonattendance.

The principal of the school shall select an Attendance Problem Solving Team to address nonattendance. The school leadership team identifies and addresses school wide attendance issues.

4. **Attendance Problem Solving Team:** The attendance problem solving team may identify students with a pattern of nonattendance and develop plans to improve student attendance.

Any student who accumulates (5) unexcused absences in a month or 10 or more unexcused absences within a 90 day calendar period, must be reviewed by the school's Attendance Problem Solving Team.

The Attendance Problem Solving Team is responsible for meeting with the parents and student, if appropriate, to develop, implement, monitor and evaluate interventions to improve attendance. Interventions are designed to address the causes of nonattendance and may include incentives, academic support, an attendance contract, a referral for community resources, and/or involvement of the State Attorney's Office

**Accounting:** Students will be considered in attendance only if they are actually present at school or are away from school on a school day engaged in a school approved educational activity.

**Records:** The attendance of all public school students shall be reported and verified by the teacher and recorded at each school in the Automated Student Attendance System as approved by the Division of Public Schools, Florida Department of Education (1985).

**Reports:** The District and school administration shall prepare and submit all reports that may be required by law and School Board Policy.

**Certificates of Exemption:** A student within the compulsory attendance age limit who holds a valid certificate of exemption issued by the Superintendent shall be exempt from attending school. A certificate of

exemption shall cease to be valid at the end of the school year in which it is issued.

## **ABSENCE**

2015-2016

**Daily Report:** Teachers shall record daily attendance in the Automated Student Attendance System.

**Excused Absences:** An excused absence is defined as an absence that has the sanction of the parent and the school. The following absences are acceptable and will be excused:

1. **Personal Illness:** A student shall be excused for absences caused by personal illness.

A note explaining the absence which has been signed by the parent must accompany the student on return to school, or a telephone call from the parent if required by the principal otherwise the absence will be recorded as unexcused.

A student may be excused for a continued or repeated illness for up to ten (10) attendance days during a school year. After any 10 absences a doctor's verification will be required for any future absences to be excused for the remainder of the school year. A Medical Documentation for Excessive Absences form can be used for documentation of a student's on-going treatment for a medical condition.

Once the parent submits this form completed by the physician to the student's school, school absences related to this student's medical condition will not require further medical documentation to be excused for the remainder of the current school year or for circumstances described by the physician.

2. **Illness or Death in the Immediate Family:** A student shall be excused for absences caused by serious illness or death in the immediate family. Immediate family is defined as parent, brother, sister, grandparent, aunt, uncle, legal guardian or person in loco parentis, or member of the household. A note explaining the absence that has been signed by the parent must accompany the student on return to school.
3. **Students who are pregnant** will be exempt from minimum attendance requirements for absences related to pregnancy or parenting.
4. **Religious Holidays:** It is the policy of the School Board that absences from school for observance of a religious holiday or because the tenets of



a student's religion forbid secular activity during a school day or portion thereof shall be excused subject to compliance with this policy. The appendix contains a list of religious holidays that are routinely excused absence. <sup>2015-2016</sup>

- **Prior Notice:** The parent shall give written notice to the principal or teacher not more than five (5) days prior to any absence.
  - **Written Excuse:** A written excuse for such absences pursuant to this rule shall not be required upon return to school.
5. **Educational Trips:** Such trips shall be planned by the parent and teacher and prearranged and approved by the school administration.
6. **Trips with Parents:** Such trips shall be prearranged and approved by the school administration. If such trips are not prearranged, the absences shall not be excused unless the trip was necessitated by an emergency. The principal or designee will make the final determination.
7. **School Sponsored Activities:** A student shall be excused from attendance at school to participate in school sponsored activities such as athletic functions, band, club trips, etc., if such activities have been prearranged with the school administration. These students are to be counted in attendance at said school for this period of time.
8. **Judicial Actions:**
- **Subpoena/Summons:** A student shall be excused for any absence due to court appearance provided the principal or designee has been furnished a copy of the subpoena or court summons.
  - **Juvenile Detention Center:** A student shall be excused for any absence due to placement in the Juvenile Detention Center

**Military Dependent School Age Students:** A student whose parent or legal guardian is an active duty member of the uniformed services (as defined by *Section 1000.36, Article V (E), F.S., Interstate Compact on Educational Opportunity for Military Children*), and has been called to duty for, or is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the school superintendent.

**Unexcused Absence:** An unexcused absence is defined as an absence that does not meet the previously listed criteria of an excused absence. It also includes any unexplained absence.

Students cannot receive out of school suspensions for unexcused absences. Strategies that exclude students from attending school (i.e. suspension) are ineffective for students with a pattern of nonattendance.

**Tardies:** For learning activities to be fully effective, it is reasonable to require that each student arrive to class on time and remain for the entire school day. A student who is tardy to class or who is checked out not only places his or her learning in jeopardy but also interrupts the learning of other students.

- Tardiness is defined as the physical absence of a student in the classroom at the beginning of a regularly scheduled session at which he or she is scheduled to be present when the school tardy bell rings.
- Early check out is defined as a parent or guardian signing out a child before the end of the school day.
- A parent shall notify the school as to the reason for the tardiness or early check out. Excused and unexcused tardies will be defined in the same way as excused and unexcused absences. Schools shall establish procedures for early check outs that ensure students are treated consistently.
- For purposes of tracking truancy with elementary students, 3 unexcused tardies or unexcused early check-outs will be counted as 1 unexcused absence.
- For purposes of tracking truancy with secondary students, an unexcused tardy or unexcused early check-out that results in missing more than 50% of the day will be counted as 1 unexcused absence.

**Truancy:** Truancy is defined as the absence of a student within the compulsory attendance age, with or without the knowledge or consent of the parent. A habitual truant is a student who has 15 unexcused absences within 90 calendar days. The student may be referred to Youth and Family Alternatives and/or the circuit court as provided by law if the parents and attendance problem solving team are unable to resolve the student's nonattendance.

**Makeup work:** Makeup work should be appropriate instructional assignments consistent with the *Student Progression Plan*. Students are expected to make up all work missed.

- If the absences are excused, all educational requirements for the

course, as defined below, shall be met before a passing grade and/or credit is assigned.

- Principals may grant extensions to the make-up time limit for extenuating circumstances.
- Regarding make-up of the work missed as a result of unexcused absences, work missed during the student's first three (3) days of unexcused absences during a semester is expected to be made up. This includes absences caused by an out-of-school suspension. The right of students to make up work on the fourth unexcused absence and all other days of unexcused absences per semester will be at the teacher's discretion.
- Students and parents have the responsibility to request makeup work from their teachers on the first class meeting upon returning to school.
- The student will have no fewer than the number of days absent plus two to complete and hand in work for credit. For example, if a student is absent two days, he/she will have four days after returning to school to hand in work for credit. The teacher may permit additional time for makeup work to be completed and turned in for credit.

**Attendance and High School Credits:** A student who is absent more than nine (9) days within a semester or more than four (4) days for schools on a block schedule, will not receive a passing grade for the semester unless the following occur:

- Medical evidence is presented to the principal in writing justifying a specific number of days absent, absences are for approved school activities, or absences are approved by the principal or designee
- The student demonstrates mastery of the student performance standards in the course(s) by passing an end of course exam, provided the student has a passing average or above on all course work completed before the final exam.
  - Passing average for a class may depend on completion of make-up work, assessed by the teacher.
- Any student who passes a state mandated end of course exam is awarded credit.

**Attendance Requirement for Driving Privileges:** Any student between 14 and 18 years of age who accumulates 15 unexcused absences in any 90 calendar day period is ineligible to obtain or retain driving privileges.

*2015-2016*

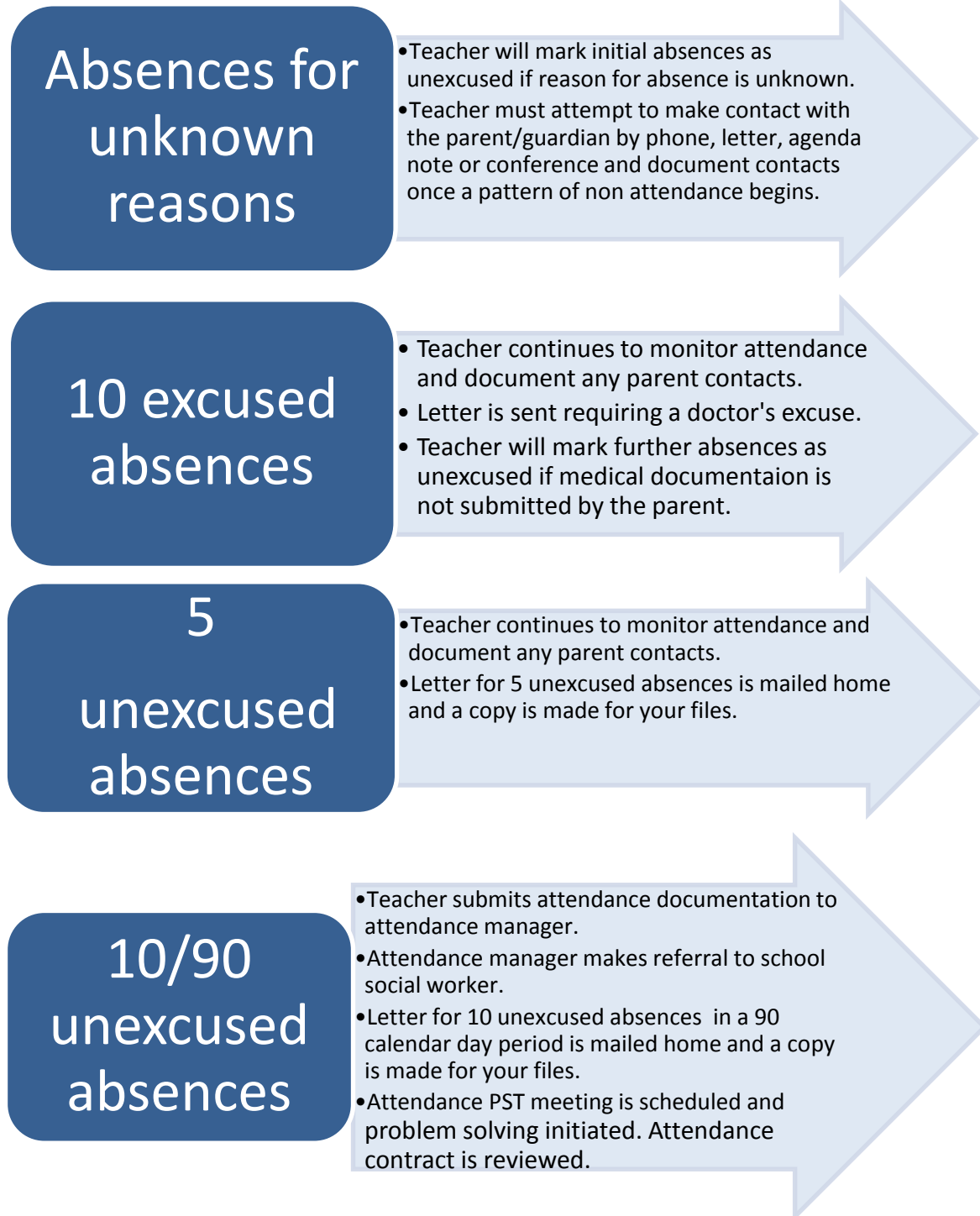
Driver license privileges can be maintained if the student meets any of the following:

- is enrolled in public school, nonpublic school, or home education program and satisfies relevant attendance requirements
- has received a high school diploma, high school equivalency diploma, special diploma, or certificate of high school completion
- is enrolled in a study course in preparation for test of General Education Development and meets relevant attendance requirements
- has been issued a certificate of exemption according to 1003.24(3), F.S.; or
- has received a hardship waiver, pursuant to 322.091, F.S

The school principal or his/her designee shall provide to The Department of Highway Safety and Motor Vehicles the name, sex, date of birth and social security number of each minor student who has accumulated fifteen (15) unexcused absences in a period of ninety (90) days unless the student meets the criteria set forth in the above exceptions.

The Superintendent or designee shall notify the Registrar of Motor Vehicles whenever a student under the age of eighteen (18), withdraws from school without moving out of state, transferring to another approved school, being granted an age and schooling certificate, or enrolling in and attending an approved program.

# Attendance Referral Flow Chart<sup>2016</sup>



15 unexcused  
absences in  
90 calendar  
days

- Social Worker schedules Attendance Problem Solving Team meeting with parent if an intervention plan is not in place. Appointment letters may be sent by school or district office.
- PST develops intervention plan with parent and/or student. Progress monitor.
- Intervention working: continue.
- Interventions not working: Modify intervention plan.
- Consider referral to Youth and Family Alternatives for habitual truancy if appropriate .
- Consider parental prosecution when all reasonable interventions have been unsuccessful in improving attendance.

## Frequently asked attendance questions

- **When is a student truant?** A student is considered truant when he/she is within the age of 6 to 16 and has accumulated 15 unexcused absences in a 90 calendar day period. Students ages 16-18 are held to compulsory attendance laws and policies unless they have withdrawn and completed an exit interview.
- **When do I need to require a doctor's note for absences to be marked as excused?** A student may be excused for a continued or repeated illness for up to 10 days. After this period of time, a doctor's note will be required for any further absences to be marked as excused.
- **What is our tardy policy?** In elementary schools, for the purposes of truancy, 3 unexcused tardy/early check-out days will be counted as one truancy unexcused absence. Secondary truancy reports convert unexcused absences for 50% or more of the day to an unexcused day absent.
- **What are the attendance codes for Pinnacle?** A- excused absence, U- unexcused absence, T- excused tardy, TU- unexcused tardy, OSS for out of school suspension.
- **How do we mark students absent for head lice?** A student will be marked excused for the first 5 days after he/she has been sent home with head lice. After the fifth day, the child will be marked as unexcused until he/she is cleared to return to school.
- **Who is on the Attendance Problem Solving Team?** The school social worker, guidance counselor, assistant principal and the student's teacher(s) make up the PST. Other school staff such as the principal, school nurse and school psychologist may be included as needed. Participants must be familiar with the problem solving process.
- **What does the law require for a child who is a habitual truant?** A child who accumulates 15 unexcused absences in a 90 day calendar period is defined as a habitual truant. It is essential that the school accurately mark attendance. Contacts and interventions must be documented by the teacher, school social worker and the Problem Solving Team. Letters must be sent by the school to the home addressing the child's non-attendance. An attendance contract must be signed by the student and the parent. An Attendance Problem Solving Team meeting must be held with the parent(s) to develop interventions. Interventions must be implemented and monitored for outcomes.
- **What are the possible consequences for truancy?** If the child's attendance has not improved after all reasonable efforts have been made to resolve the problem, then the PST may refer the child and family to Youth and Family Alternatives and/or refer to the state attorney's office for parental prosecution.

**Florida Statutes**  
**Chapter 1003.21 School Attendance**

(1)(a)1. All children who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who have not attained the age of 16 years, except as otherwise provided, are required to attend school regularly during the entire school term.

2. Children who will have attained the age of 5 years on or before September 1 of the school year are eligible for admission to public kindergartens during that school year under rules adopted by the district school board.

(b.) Any child who has attained the age of 6 years on or before September 1 of the school year and who has been enrolled in a public school or who has attained the age of 6 years on or before September 1 and has satisfactorily completed the requirements for kindergarten in a private school from which the district school board accepts transfer of academic credit, or who otherwise meets the criteria for admission or transfer in a manner similar to that applicable to other grades, shall progress according to the district's student progression plan. However, nothing in this section shall authorize the state or any school district to oversee or exercise control over the curricula or academic programs of private schools or home education programs.

(c.) A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the district school board. Public school students who have attained the age of 16 years and who have not graduated are subject to compulsory school attendance until the formal declaration of intent is filed with the district school board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent. The school district must notify the student's parent of receipt of the student's declaration of intent to terminate school enrollment. The student's guidance counselor or other school personnel must conduct an exit interview with the student to determine the reasons for the student's decision to terminate school enrollment and actions that could be taken to keep the student in school. The student must be informed of opportunities to continue his or her education in a different environment, including, but not limited to, adult education and GED test preparation. Additionally, the student must complete a survey in a format prescribed by the Department of Education to provide data on student reasons for



terminating enrollment and actions taken by schools to keep students enrolled.

(d.) Students who become or have become <sup>2015-2016</sup> married and students who are pregnant shall not be prohibited from attending school. These students and students who are parents shall receive the same educational instruction or its equivalent as other students, but may voluntarily be assigned to a class or program suited to their special needs. Consistent with s. 1003.54, pregnant or parenting teens may participate in a teenage parent program. Pregnant students may attend alternative education programs or adult education programs, provided that the curriculum allows the student to continue to work toward a high school diploma.

(e.) Consistent with rules adopted by the State Board of Education, children with disabilities who have attained the age of 3 years shall be eligible for admission to public special education programs and for related services. Children with disabilities younger than 3 years of age who are deaf or hard of hearing; visually impaired; dual sensory impaired; orthopedically impaired; other health impaired; who have experienced traumatic brain injury; who have autism spectrum disorder; established conditions, or who exhibit developmental delays or intellectual disabilities may be eligible for special programs and may receive services in accordance with rules of the State Board of Education. Rules for the identification of established conditions for children birth through 2 years of age and developmental delays for children birth through 5 years of age must be adopted by the State Board of Education.

(f.) Children and youths who are experiencing homelessness and children who are known to the department, as defined in s. 39.0016 must have access to a free public education and must be admitted to school in the school district in which they or their families live. School districts shall assist homeless children to meet the requirements of subsection (4) and s. 1003.22, as well as local requirements for documentation.

(2)(a) The State Board of Education may adopt rules under which students not meeting the entrance age may be transferred from another state if their parents have been legal residents of that state.

(b) Each district school board, in accordance with rules of the State Board of Education, shall adopt a policy that authorizes a parent to request and be granted permission for absence of a student from school for religious instruction or religious holidays.

(3.) The district school superintendent may authorize certificates of exemptions from school attendance requirements in certain situations.

Students within the compulsory attendance age limits who hold valid certificates of exemption that have been issued by the superintendent shall be exempt from attending school. A certificate of exemption shall cease to be valid at the end of the school year in which it is issued.

(4.) Before admitting a child to kindergarten, the principal shall require evidence that the child has attained the age at which he or she should be admitted in accordance with the provisions of subparagraph (1)(a)2. The district school superintendent may require evidence of the age of any child whom he or she believes to be within the limits of compulsory attendance as provided for by law. If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted:

- (a) A duly attested transcript of the child's birth record filed according to law with a public officer charged with the duty of recording births;
- (b) A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent;
- (c) An insurance policy on the child's life that has been in force for at least 2 years;
- (d) A bona fide contemporary religious record of the child's birth accompanied by an affidavit sworn to by the parent;
- (e) A passport or certificate of arrival in the United States showing the age of the child;
- (f) A transcript of record of age shown in the child's school record of at least 4 years prior to application, stating date of birth; or
- (g) If none of these evidences can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a public school physician, or, if neither of these is available in the county, by a licensed practicing physician designated by the district school board, which certificate states that the health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct. Children and youths who are experiencing homelessness and children who are known to the department, as defined in s. 39.0016, shall be given temporary exemption from this section for 30 school days.

### **Chapter 1003.23 Attendance Records and Reports**

(1.) The attendance of all public K-12 school students shall be checked each school day in the manner prescribed by rules of the State Board of Education and recorded in the teacher's register or by some approved system of recording attendance. Students may be <sup>2015-2016</sup> counted in attendance only if they are actually present at school or are away from school on a school day and are engaged in an educational activity which constitutes a part of the school-approved instructional program for the student.

(2.) All officials, teachers, and other employees in public, parochial, religious, denominational, and private K-12 schools, including private tutors, shall keep all records and shall prepare and submit promptly all reports that may be required by law and by rules of the State Board of Education and district school boards. Such records shall include a register of enrollment and attendance and all persons described above shall make these reports there from as may be required by the State Board of Education. The enrollment register shall show the absence or attendance of each student enrolled for each school day of the year in a manner prescribed by the State Board of Education. The register shall be open for the inspection by the designated school representative or the district school superintendent of the district in which the school is located. Violation of the provisions of this section shall be a misdemeanor of the second degree, punishable as provided by law. This section shall not apply to home education programs provided in s. 1002.41.

### **1003.26 Enforcement of School Attendance**

The Legislature finds that poor academic performance is associated with non-attendance and that school districts must take an active role in promoting and enforcing attendance as a means of improving student performance. It is the policy of the state that each district school superintendent be responsible for enforcing school attendance of all students subject to the compulsory school age in the school district and supporting enforcement of school attendance by local law enforcement agencies. The responsibility includes recommending policies and procedures to the district school board that require public schools to respond in a timely manner to every unexcused absence, and every absence for which the reason is unknown, of students enrolled in the schools. District school board policies shall require the parent of a student to justify each absence of the student, and that justification will be evaluated based on adopted district school board policies that define excused and unexcused absences. The policies must provide that public schools track excused and unexcused absences and contact the home in the case of an unexcused absence from school, or an absence from school for which the reason is unknown, to prevent the development of patterns of non-attendance. The Legislature

finds that early intervention in school attendance is the most effective way of producing good attendance habits that will lead to improved student learning and achievement. Each public school shall implement the following steps to promote and enforce regular school attendance:

**(1) CONTACT, REFER, AND ENFORCE:**

(a.) Upon each unexcused absence, or absence for which the reason is unknown, the school principal or his or her designee shall contact the student's parent to determine the reason for the absence. If the absence is an excused absence, as defined by district school board policy, the school shall provide opportunities for the student to make up assigned work and not receive an academic penalty unless the work is not made up within a reasonable time.

(b.) If a student has had at least five 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, the student's primary teacher shall report to the school principal or his or her 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 non-attendance, 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 non-attendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies, and the principal shall notify the district school superintendent and the school district contact for home education programs that the referred student is exhibiting a pattern of non-attendance.

(c.) If an initial meeting does not resolve the problem, the child study team shall implement the following:

1. Frequent attempts at communication between the teacher and the family
2. Evaluation for alternative education programs
3. Attendance contracts

The child study team may, but is not required to, implement other interventions, including referral to other agencies for family services or recommendation for filing a truancy petition pursuant to s. 984.151.

(d.) The child study team shall be diligent in facilitating intervention services and shall report the case to the district school superintendent only when all reasonable efforts to resolve the non-attendance behavior are exhausted. 2015-2016

(e.) If the parent refuses to participate in the remedial strategies because he or she believes that those strategies are unnecessary or inappropriate, the parent may appeal to the district school board. The district school board may provide a hearing officer, and the hearing officer shall make a recommendation for final action to the district school board. If the district school board's final determination is that the strategies of the child study team are appropriate, and the parent still refuses to participate or cooperate, the district school superintendent may seek criminal prosecution for noncompliance with compulsory school attendance.

(f.) 1. If the parent of a child who has been identified as exhibiting a pattern of non-attendance enrolls the child in a home education program pursuant to chapter 1002, the district school superintendent shall provide the parent a copy of s. 1002.41 and the accountability requirements of this paragraph. The district school superintendent shall also refer the parent to a home education review committee composed of the district contact for home education programs and at least two home educators selected by the parent from a district list of all home educators who have conducted a home education program for at least 3 years and who have indicated a willingness to serve on the committee. The home education review committee shall review the portfolio of the student, as defined by s. 1002.41, every 30 days during the district's regular school terms until the committee is satisfied that the home education program is in compliance with s. 1002.41(1)(b). The first portfolio review must occur within the first 30 calendar days of the establishment of the program. The provisions of subparagraph 2. do not apply once the committee determines the home education program is in compliance with s. 1002.41(1)(b).

2. If the parent fails to provide a portfolio to the committee, the committee shall notify the district school superintendent. The district school superintendent shall then terminate the home education program and require the parent to enroll the child in an attendance option that meets the definition of "regular school attendance" under s. 1003.01(13)(a), (b), (c), or (e), within 3 days. Upon termination of a home education program pursuant to this subparagraph, the parent shall not be eligible to reenroll the child in a home education program for 180 calendar days. Failure of a parent to enroll the child in an attendance option as required by this subparagraph after termination of the home education program pursuant to this subparagraph shall constitute noncompliance with the compulsory

attendance requirements of s. 1003.21 and may result in criminal prosecution under s. 1003.27(2). Nothing contained herein shall restrict the ability of the district school superintendent, or the ability of his or her designee, to review the portfolio pursuant to s. 1002.41(1)(b).

(g) If a student subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent or the district school superintendent or his or her designee shall refer the case to the case staffing committee pursuant to s. 984.12, and the district school superintendent or his or her designee may file a truancy petition pursuant to the procedures in s. 984.151.

**(2) GIVE WRITTEN NOTICE:**

(a) Under the direction of the district school superintendent, a designated school representative shall give written notice that requires enrollment or attendance within 3 days after the date of notice, in person or by return-receipt mail, to the parent when no valid reason is found for a student's nonenrollment in school. If the notice and requirement are ignored, the designated school representative shall report the case to the district school superintendent, and may refer the case to the case staffing committee, established pursuant to s. 984.12. The district school superintendent shall take such steps as are necessary to bring criminal prosecution against the parent.

(b) Subsequent to the activities required under subsection (1), the district school superintendent or his or her designee shall give written notice in person or by return-receipt mail to the parent that criminal prosecution is being sought for non-attendance. The district school superintendent may file a truancy petition, as defined in s. 984.03, following the procedures outlined in s. 984.151.

**(3) RETURN STUDENT TO PARENT:**

A designated school representative may visit the home or place of residence of a student and any other place in which he or she is likely to find any student who is required to attend school when the student is not enrolled or is absent from school during school hours without an excuse, and, when the student is found, shall return the student to his or her parent or to the principal or teacher in charge of the school, or to the private tutor from whom absent, or to the juvenile assessment center or other location established by the district school board to receive students who are absent from school. Upon receipt of the student, the parent shall be immediately notified.

**(4) REPORT TO APPROPRIATE AUTHORITY:** A designated school

representative shall report to the appropriate authority designated by law to receive such notices, all violations of the Child Labor Law that may come to his or her knowledge.

**2015-2016**

**(5) RIGHT TO INSPECT:** A designated school representative shall have the right of access to, and inspection of, establishments where minors may be employed or detained only for the purpose of ascertaining whether students of compulsory school age are actually employed there and are actually working there regularly. The designated school representative shall, if he or she finds unsatisfactory working conditions or violations of the Child Labor Law, report his or her findings to the appropriate authority.

**Chapter 1003.27 Court Procedure and Penalties:** The court procedure and penalties for the enforcement of the provisions of this part, relating to compulsory school attendance, shall be as follows:

(1) **COURT JURISDICTION:** The circuit court has original and exclusive jurisdiction of all proceedings against, or prosecutions of, students under the provisions of this part. Proceedings against, or prosecutions of, parents or employers as provided by this section shall be in the court of each county having jurisdiction of misdemeanors wherein trial by jury is afforded the defendant.

(2) **NONENROLLMENT AND NON-ATTENDANCE CASES:**

(a) In each case of nonenrollment or of non-attendance upon the part of a student who is required to attend some school, when no valid reason for such nonenrollment or non-attendance is found, the district school superintendent shall institute a criminal prosecution against the student's parent.

(b) Each public school principal or the principal's designee shall notify the district school board of each minor student under its jurisdiction who accumulates 15 unexcused absences in a period of 90 calendar days. Each designee of the governing body of each private school, and each parent whose child is enrolled in a home education program, may provide the Department of Highway Safety and Motor Vehicles with the legal name, sex, date of birth, and social security number of each minor student under his or her jurisdiction who fails to satisfy relevant attendance requirements and who fails to otherwise satisfy the requirements of s. 322.091. The district school superintendent must provide the Department of Highway Safety and Motor Vehicles the legal name, sex, date of birth, and social security number of each minor student who has been reported under this paragraph and who fails to otherwise satisfy the requirements of s.

322.091. The Department of Highway Safety and Motor Vehicles may not issue a driver's license or learner's driver's license to, and shall suspend any previously issued driver's license or learner's driver's license of, any such minor student, pursuant to the provisions of s. 322.091.

3) HABITUAL TRUANCY CASES: The district school superintendent is authorized to file a truancy petition, as defined in s. 984.03, following the procedures outlined in s. 984.151. If the district school superintendent chooses not to file a truancy petition, procedures for filing a child-in-need-of-services petition shall be commenced pursuant to this subsection and chapter 984. In accordance with procedures established by the district school board, the designated school representative shall refer a student who is habitually truant and the student's family to the children-in-need-of-services and families-in-need-of-services provider or the case staffing committee, established pursuant to s. 984.12, as determined by the cooperative agreement required in this section.

The case staffing committee may request the Department of Juvenile Justice or its designee to file a child-in-need-of-services petition based upon the report and efforts of the district school board or other community agency or may seek to resolve the truant behavior through the school or community-based organizations or agencies. Prior to and subsequent to the filing of a child-in-need-of-services petition due to habitual truancy, the appropriate governmental agencies must allow a reasonable time to complete actions required by this section and s. 1003.26 to remedy the conditions leading to the truant behavior. Prior to the filing of a petition, the district school board must have complied with the requirements of s. 1003.26, and those efforts must have been unsuccessful.

(4) COOPERATIVE AGREEMENTS: The circuit manager of the Department of Juvenile Justice or the circuit manager's designee, the district administrator of the Department of Children and Family Services or the district administrator's designee, and the district school superintendent or the superintendent's designee must develop a cooperative interagency agreement that:

(a) Clearly defines each department's role, responsibility, and function in working with habitual truants and their families.

(b) Identifies and implements measures to resolve and reduce truant behavior.

(c) Addresses issues of streamlining service delivery, the appropriateness of legal intervention, case management, the role and responsibility of the case staffing committee, student and parental intervention and



involvement, and community action plans.

(d) Delineates timeframes for implementation and identifies a mechanism for reporting results by the circuit juvenile justice manager or the circuit manager's designee and the district school superintendent or the superintendent's designee to the Department of Juvenile Justice and the Department of Education and other governmental entities as needed.

(e) Designates which agency is responsible for each of the intervention steps in this section, to yield more effective and efficient intervention services.

(5) ATTENDANCE REGISTER AS EVIDENCE: The register of attendance of students at a public, parochial, religious, denominational, or private school, or of students taught by a private tutor, kept in compliance with rules of the State Board of Education is prima facie evidence of the facts which it is required to show. A certified copy of any rule and a statement of the date of its adoption by the State Board of Education is admissible as prima facie evidence of the provisions of the rule and of the date of its adoption.

(6) PROCEEDINGS AND PROSECUTIONS; WHO MAY BEGIN: Proceedings or prosecutions under this chapter may be commenced by the district school superintendent, by a designated school representative, by the probation officer of the county, by the executive officer of any court of competent jurisdiction, by an officer of any court of competent jurisdiction, or by a duly authorized agent of the Department of Education or the Department of Juvenile Justice. If a proceeding has been commenced against both a parent and a child pursuant to this chapter, the presiding courts shall make every effort to coordinate sanctions against the child and parent, including ordering the child and parent to perform community service hours or attend counseling together.

(7) PENALTIES: The penalties for refusing or failing to comply with this chapter shall be as follows:

(f) The Parent

1. A parent who refuses or fails to have a minor student who is under his or her control attend school regularly, or who refuses or fails to comply with the requirements in subsection (3), commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

2. The continued or habitual absence of a minor student without the

consent of the principal or teacher in charge of the school he or she attends or should attend, or of the tutor who instructs or should instruct him or her, is prima facie evidence of a violation of this chapter; however, a showing that the parent has made a bona fide and diligent effort to control and keep the student in school shall be an affirmative defense to any criminal or other liability under this subsection and the court shall refer the parent and child for counseling, guidance, or other needed services.

In addition to any other punishment, the court shall order a parent who has violated this section to send the minor student to school, and may also order the parent to participate in an approved parent training class, attend school with the student unless this would cause undue hardship, perform community service hours at the school, or participate in counseling or other services, as appropriate. If a parent is ordered to attend school with a student, the school shall provide for programming to educate the parent and student on the importance of school attendance. It shall be unlawful to terminate any employee solely because he or she is attending school with his or her child pursuant to a court order.

(g) The principal or teacher: A principal or teacher in any public, parochial, religious, denominational, or private school, or a private tutor who willfully violates any provision of this chapter may, upon satisfactory proof of such violation, have his or her certificate revoked by the Department of Education.

(c) The Employer

(1) An employer who fails to notify the district school superintendent when he or she ceases to employ a student commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

(2) An employer who terminates any employee solely because he or she is attending school with a student pursuant to court order commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

(d) The Student

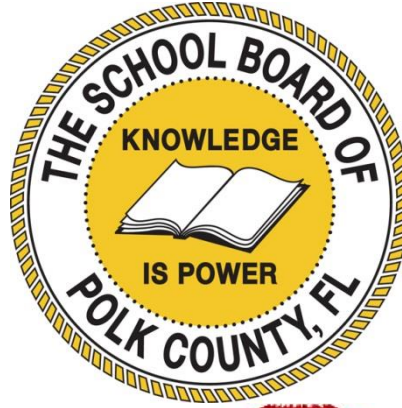
1. In addition to any other authorized sanctions, the court shall order a student found to be a habitual truant to make up all school work missed and may order the student to pay a civil penalty of up to \$2, based on the student's ability to pay, for each day of school missed, perform up to 25 community service hours at the school, or participate in counseling or other services, as appropriate.

2. Upon a second or subsequent finding that a student is a habitual truant, the court, in addition to any other authorized sanctions, shall order the student to make up all schoolwork missed and may order the student to pay a civil penalty of up to \$5, based on the student's ability to pay, for each day of school missed, perform up to 50 community service hours at the school, or participate in counseling or other services, as appropriate.

## Communicable Disease Policies & Procedures

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# Pediculosis Capitis/Head Lice Policy

## I. Background Information

Head lice are parasites and dwell only on the human head. They are not known to be associated with any disease. They die in 1 to 2 days when removed from the head. Head lice eggs (nits) die soon after being removed from the warm scalp. Head lice are difficult to see, but the nits are visible as whitish gray oval shapes that adhere to hair shafts. The nits hatch in seven to ten days and the young lice emerge as miniature copies of the adult louse. They reach maturity in approximately two weeks. The adult louse has a 20 to 30 day life cycle during which the female may lay 275 to 300 nits.

**Common symptoms:** 1) Many children experience no symptoms. 2) Symptoms take several weeks to develop. 3) When symptoms occur, the most common are scratching of the head, nits and/or live lice.

Treatment varies. It may include use of olive oil (Attachment 5: “Five Step Battle Plan) or use of a pediculocide, as well as removal of all nits from the hair and thorough cleaning of the household and clothing. (See Attachment 3: Head Lice Transmittal/Ten Steps to Staying Ahead of Lice for more specific treatment recommendations). Continued scratching of the head after treatment has been completed is common. This does not indicate re-infestation.

Schools bring children into close contact on a daily basis. However, only 1 in 10 transmissions occur in school. Controlling the spread of head lice depends on prompt identification of all suspected cases, proper administrative procedures, effective treatment and consistent follow-up.

## II. Administrative Procedures/Responsibilities

### ***The Principal’s Role:***

1. Send a letter to parents/guardians at the beginning of each school year to inform them about head lice and encourage them to check their child on a regular basis (*Attachment 1: School Board Head Lice Parent Letter*).
2. Designate two or more school personnel, preferably health contact/clinic aide, to inspect students for head lice or nits. Those designated must have received instruction in head lice and nit detection and treatment procedures.
3. Ensure that school-wide head checks are performed at school, no more than two times a year for elementary school age students (Refer to Section D: Head Lice Screenings).
4. Ensure that checks are performed on any student showing symptoms of head lice infestation.
5. Exclude from school any child found to have lice and/or nits. (Refer to

Section III: Disposition of Students Suspected of Having Head Lice/Nits.)

6. Re-admit the student to the classroom when designated school personnel have inspected the child's head and determined that the student has no lice or nits.
7. When the "**Head Lice Transmittal Form**" (Attachment 3: Head Lice Transmittal/Ten Steps to Staying Ahead of Lice for more specific treatment recommendations), has been **signed by the student's health care provider the student must be readmitted to the classroom without additional head checks by school personnel.**
8. Count the absence of a student identified with lice or nits as an **excused absence for the first five (5) days of infestation. Additional absences will be unexcused until the student is clear and able to return to class.**
9. Ensure that each child has a place for his/her hat, coat and other belongings so they will not come in contact with the belongings of other children. This protective measure must be maintained whether or not lice are known to be present in school (Attachment 6: Universal Precautions of Head Lice).
10. Ensure proper cleaning of the school to minimize the risk of transmission of head lice. (Refer to Section C: Preventing Transmission)

***The School Nurse's Role:***

1. Instruct school personnel, designated by the principal, in the correct method of screening for and identifying the presence of head lice.
2. Provide instruction and communication with parents/guardians who request such assistance or are referred by school personnel.
3. Assist in health education activities for faculty and students regarding head lice prevention, transmission and treatment.
4. Act as a liaison with school personnel, students and parents/guardians.
5. Assist designated school personnel with students who have extended absenteeism due to head lice.

***Preventing Transmission:***

Principals and school personnel should encourage support for the following measures to prevent head lice transmission:

1. Nap time for students should be accomplished by “heads down” on individual desks or by lying on plastic individual mat. Mats should be stored in the child’s own cubby. Individual mats should be sent home on a regular basis to be disinfected by the parent/guardian.
2. Assign individual lockers/cubbies to students, wall hooks 12 inches apart or allow students to hang coats on the back of their seats. These measures will insure that hats and coats are stored separately.
3. In physical education classes, transmission may be limited by assigning lockers/baskets to one student for each period. Several students may use the same locker during the day, but the risk of transmission will be narrowed to only a few students.
4. Avoid piling clothing on top of each other.
5. Avoid having pillows and stuffed animals/dolls in the classroom.
6. The school must vacuum all carpeted areas daily.
7. Students may sit on carpeted areas (with adequate spacing between each individual), but students should not be allowed to lie down and rest their heads on carpeted areas.
8. Upholstered furniture and bean bag chairs may contribute to the transmission of head lice. If these items are present in a school, they must be vacuumed or cleaned daily.
9. “School spraying” is discouraged, as this procedure does not prove effective and has been found to be environmentally unsafe.
10. Daily cleaning of all hard surfaces in buses or schools is required.
11. Headphones must be wiped with a damp cloth after each individual use.

***Head Lice Screenings:***

1. Parental permission allowing routine and periodic head checks is included on medical information forms and should be obtained during school registration.
2. All students in elementary school should be screened for head lice after the summer and winter holidays. It is recommended that school-wide screenings be done in the afternoon towards the end of the week.
3. Ideally new enrollees should be checked during the first week of attendance.

4. Parents should be reminded periodically by letter or school newsletter to check their children (Attachment 1: School Board Head Lice Parent Letter).

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**Identification:**

1. Determination of suspected head lice infestation is made by direct inspection of the hair and scalp for lice and nits (louse eggs). In general, most lice and nits are found at the back of the neck and behind the ears.
2. Establish an inspection log in the clinic to document information on each infested student (Attachment 2: Head Lice Inspection Log).
3. To examine the student:
  - a.) Have the student sit on a chair or stool in a well-lit area so the back of the head is at a convenient height.
  - b.) Tilt the student's head forward slightly so the chin is close to the chest.
  - c.) Part the hair behind the ears and on the back of the neck with wooden applicator sticks (available through the School Board Warehouse). Since pediculosis spreads easily, care should be taken to prevent transmission. The applicators should be discarded after each examination. If the examiner's hands/fingers come into contact with the students' hair/scalp, the hands must be washed before contact with another individual. Gloves may be worn.
  - d.) Inspect the hair and scalp areas carefully for nits and live lice, which indicate an active infestation. Usually lice and nits can be seen with the naked eye, but a magnifying glass (available through the School Board Warehouse) or flashlight may also be helpful.
    1. If one person in a classroom has been found to have head lice, ALL students in that class must be checked. If a significant number of students appear to have head lice, a letter should be sent home with each child informing parents/guardians to check their child's head (Attachment 4: Head Lice Parent Letter).
    2. The classroom teacher may wish to have her/his head checked also.
    3. It is inappropriate to automatically check siblings of students who are positive for head lice.

**III. Disposition of students suspected of having head lice/nits:**



A. Any individual suspected of having head lice and/or nits must be checked by a person designated by the school principal, who has received instruction in head lice/nit detection and treatment procedures.

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B. Student confidentiality must be protected at all times when dealing with head lice.

C. All students screened must be allowed to remain with their class.

D. When nits or head lice are found, the principal or designee will contact the child's parent/guardian to explain the Head Lice Policy for Polk County Schools, and request that the child is picked up from school.

E. School personnel **MUST NOT** transport students home.

F. If the student's parents/guardians cannot be reached to pick up the student, a head lice transmittal and information packet (Attachment 3: Head Lice Transmittal/Ten Steps to Staying Ahead of Lice) should be sent home at the end of the day.

G. When the parent/guardian arrives at school to pick up the child, answer their questions on head lice treatment as well as pointing out live lice or nits in their child's hair.

1. Discuss instructions for treatment and removal of nits. Inform the parents/guardians that head lice/nits are considered a communicable condition and that any student with this condition must be excluded from school until treatment is completed and all nits are removed.

2. Give the parents/guardians a Head Lice Transmittal Form/"Ten Steps to Staying Ahead of Head Lice" (Attachment 3) and "Five Step Battle Plan" (Attachment 5).

#### **H. The Parent's/Guardian's Role:**

1. Check all family members for head lice on the same day. Treat only those infested.

2. Assume the responsibility for treating the child and removing all nits.

3. Make arrangements to obtain assignments from the child's teacher so that classroom work may be done at home until the child is cleared to return to school.

4. Accompany the child to school for a re-check or have a Head Lice Transmittal

Form signed by the family's medical provider.

**I. The student may be readmitted by one of the following methods:**

1. The parent/guardian may take the child to their private medical provider for a head check. If the child's head is free of nits/lice, the transmittal form must be completed and the parent or student can bring the transmittal form to school. A student with a transmittal form signed by his/her medical provider is to be admitted back to the classroom without further examination by anyone at the school.
2. The principal should designate a school health contact /health contact or nurse (if available) to recheck and readmit students. This service must be consistently provided for all students. A parent/guardian must accompany the student to school for the re-check. If the child is clear of nits/lice, the clinic aide/health contact may readmit the student. If just a few nits are still present, they must be removed and the child may return to class. If live lice or a large number of nits are seen, a parent/ guardian should take the child home for further nit/lice removal. This process will continue until the student is free of nits/lice and readmitted to school.

**J. Student Absenteeism Due to Head Lice**

1. If the student has not returned to school within three (3) school days, the school health clinic aide/health contact or nurse will contact the parents/ guardians regarding the delay and discuss proper procedures for the eradication of head lice/nits and advise the parent to get missed school work for their child.
2. If you are unable to contact parents, the school administrator will be contacted.
3. If the student has not returned to school within five (5) school days, the social worker should be contacted by the school administrator. The social worker will visit the home to support previous instructions given and to encourage expedient treatment. Any absences in excess of five (5) school days will be counted as unexcused absences.
4. If the student continues to remain out of school, it may become necessary for the school nurse to make additional contact by phone, letter or home visit (done jointly with the social worker if necessary).
5. When a student has missed a minimum of five (5) days of school, and all of the above efforts have been made to return the student to school, the principal or designee should contact Health Services or the School Health Supervisor of the Polk County Health Department for further follow-up.

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<b>Elementary</b>	<b>Elementary</b>	<b>Elementary</b>	<b>Elementary</b>	<b>Elementary</b>
Auburndale Central	Karen Siegel Acad.*	Carlton Palmore	N. Lakeland	Blake Academy*
Lena Vista	Caldwell	Crystal Lake El.	Padgett	Churchwell
	Garner	Highlands Grove	Wendell Watson	Combee
	Lake Alfred El.			Dr. N.E. Roberts
	Polk City			Doris Sanders*
				Socrum
<b>Middle</b>	<b>Middle</b>	<b>Middle</b>	<b>Middle</b>	<b>Middle</b>
Stambaugh	Lake Alfred Addair	Crystal Lake Middle	Lake Gibson Middle	Lawton Chiles Acad.
	Karen Siegel *			Blake Academy*
				Doris Sanders*
<b>Senior</b>	<b>Senior</b>	<b>Senior</b>	<b>Senior</b>	<b>Senior</b>
Auburndale	Karen Siegel*	Tenoroc	Lake Gibson Sr.	Doris Sanders*
<b>Additional Assign.</b>	<b>Additional Assign.</b>	<b>Additional Assign.</b>	<b>Additional Assign.</b>	<b>Additional Assign.</b>
PEC	Bi-lingual	Crisis Team		DJJ-Tuesdays
Crisis Team				
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<b>Elementary</b>	<b>Elementary</b>	<b>Elementary</b>	<b>Elementary</b>	<b>Elementary</b>
Oscar J. Pope	Kingsford	Griffin	Medulla	Dixieland
Philip O'Brien	Purcell	Lincoln Acad.	Scott Lake	Jesse Keen
Southwest El.	R. Bruce Wagner	Rochelle SOA*	Valleyview	Kathleen El.
Cleveland Court	Sikes	Sleepy Hill El.		
		Winston		
<b>Middle</b>	<b>Middle</b>	<b>Middle</b>	<b>Middle</b>	<b>Middle</b>
Southwest Middle	Mulberry Middle	Rochelle SOA*	Lakeland Highlands	Kathleen Middle
		Sleepy Hill Middle		
<b>Senior</b>	<b>Senior</b>	<b>Senior</b>	<b>Senior</b>	<b>Senior</b>
Lakeland Sr.	Mulberry Sr.		George Jenkins	Kathleen Sr.

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<b>Elementary</b>	<b>Elementary</b>	<b>Elementary</b>	<b>Elementary</b>	<b>Elementary</b>
Bethune Acad.	Boswell	Laurel	Alta Vista	Alturas
Davenport SOA *	Brigham	Palmetto	Garden Grove	Elbert
Dundee El	Inwood		Sandhill	Wahneta
Horizons	Jewett SOA*			
Loughman Oaks				
<b>Middle</b>	<b>Middle</b>	<b>Middle</b>	<b>Middle</b>	<b>Middle</b>
Davenport SOA*	Westwood	Lake Marion Creek Middle	Boone Middle	Denison
Dundee Ridge Middle	Jewett Academy		Daniel Jenkins Acad.	
	Jewett SOA*			
<b>Senior</b>	<b>Senior</b>	<b>Senior</b>	<b>Senior</b>	<b>Senior</b>
		Ridge Community Sr.		Winter Haven Sr.
<b>Additional Assign.</b>	<b>Additional Assign.</b>	<b>Additional Assign.</b>	<b>Additional Assign.</b>	<b>Additional Assign.</b>
	Bi-lingual	Bi-lingual	PEC	Bi-lingual
			SW Database	
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<b>Elementary</b>	<b>Elementary</b>	<b>Elementary</b>	<b>Elementary</b>	<b>Elementary</b>
Bartow Elem.	Chain of Lakes	Ben Hill Griffin	Gibbons	Eagle Lake
Floral	Eastside	Frostproof El	Highlands City	Lake Shipp
Jean O'Dell*		Spook Hill	Lewis/Anna Woodbury	Pinewood
Stephens			Spessard Holland	Snively
<b>Middle</b>	<b>Middle</b>	<b>Middle</b>	<b>Middle</b>	<b>Middle</b>
Bartow Middle		Frostproof Middle	Ft. Meade Middle	
Jean O'Dell*		McLaughlin	Gause Academy*	
		Roosevelt*	Union Academy	
<b>Senior</b>	<b>Senior</b>	<b>Senior</b>	<b>Senior</b>	<b>Senior</b>
Bartow Sr./Summerlin	Haines City Sr.	Frostproof Sr.	Ft. Meade High	Lake Region Sr.
Jean O'Dell*		Roosevelt*	Gause Academy*	

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Traviss Teen Parent	Ridge Teen Parent	BEST	HEARTH	DWOC	BDOC
	USF Intern		Southeastern Intern		

<b>Social Work Para</b>
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LPD TIPS Program

<b>Program-based Social Workers</b>				
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<b>Mindful Schools</b>	<b>Mindful Schools</b>	<b>Bullying Prevention</b>	<b>Bullying Prevention</b>	<b>Bullying Prevention</b>
Alta Vista	Griffin		PEC	
Boone Middle	Garner			
Haines City High	Westwood Middle			

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