



Student Services Department

Policy 5.5: Attendance

1st Rule Development Board Workshop

May 12, 2020

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UPDATE: Student Engagement during COVID-19 School Closures

March 13, 2020 - Schools closed as a result of mitigation efforts related to COVID-19.

March 30, 2020 – Virtual Education begins after spring break.

How did BCPS and our community respond?

- Parents and students were given instruction to login daily through a single point of entry, at sso.browardschools.com, to register a unique login through the Clever Portal.
- Students without a verified login are recorded with a new code, “V”, that represents a day without a new login. This code **does not** count as an absence, but allows District staff to identify who is connected and who is not.
- Daily reminders are delivered to parents of students that did not have a new login by ParentLink from the District Attendance Office after each 24-hour period of logins is reported to the District.
- Daily lists are uploaded to a data warehouse where schools can begin contacting students and families. On Mondays, another list is uploaded each with that identifies students with zero logins for the week.
- By April 3, 95.3% of students in the District engaged at least once. By April 9, **97.8%** of students in the District had a verified engagement at least once since the March 30.
- Teachers have been monitoring their online classrooms for student engagement, academic progress, and signs of other concerns that should be referred to support staff or administrators.
- Student engagement data is available at browardschools.com/attendance



Rationale for Changes to Policy 5.5: Attendance

- Update alignment with Florida Statutes associated with compulsory school attendance
- District Attendance Committee recommendations
- Clarify language
- Corrections of scrivener's errors



Policy Review Process

- Coordinator, District Attendance reviewed policy and collected feedback from attendance clerks from all school levels (98 of 153 respondents were attendance clerks).
- District Attendance Committee reviewed policy September – October 2019.
- District leaders from Home Education and Hospital Homebound Services provided support for updated language in attendance policy related to their programs.
- Members of the District Attendance Committee include a nurse supervisor that assisted with language in Excused Absence, Illness of Student. School social workers on the committee provided guidance and direction for language regarding mental health.
- Proposed language reviewed, revised, and approved during District Attendance Committee meetings: 11/21/2019, 12/19/2019 and 1/23/2020.
- January 15, 2020, District Advisory Council (DAC) and Coordinator, District Attendance reviewed proposed changes from the District Attendance Committee. DAC provided recommendations that were reviewed by District Attendance Committee, meeting January 23, 2020.
- Presentation of changes for feedback at North Area Advisory Committee meeting at Monarch HS, March 12, 2020.
- Human Relations Committee heard overview of recommended changes at meeting that did not meet quorum on January 29, 2020.



Leading through Implementation of Best Practices

Attendance Works is a national leader in providing free attendance resources for schools and districts across the United States of America.

The **Mission** of Attendance Works is to advance student success and help close equity gaps by reducing chronic absence.

Their **Vision** is two-pronged:

- Better federal, state and local policy and practices around school attendance.
- Every school district in the country not only tracks chronic absence data beginning in kindergarten – or earlier – but also partners with families and community agencies to intervene as soon as poor attendance becomes a problem for children or particular schools.

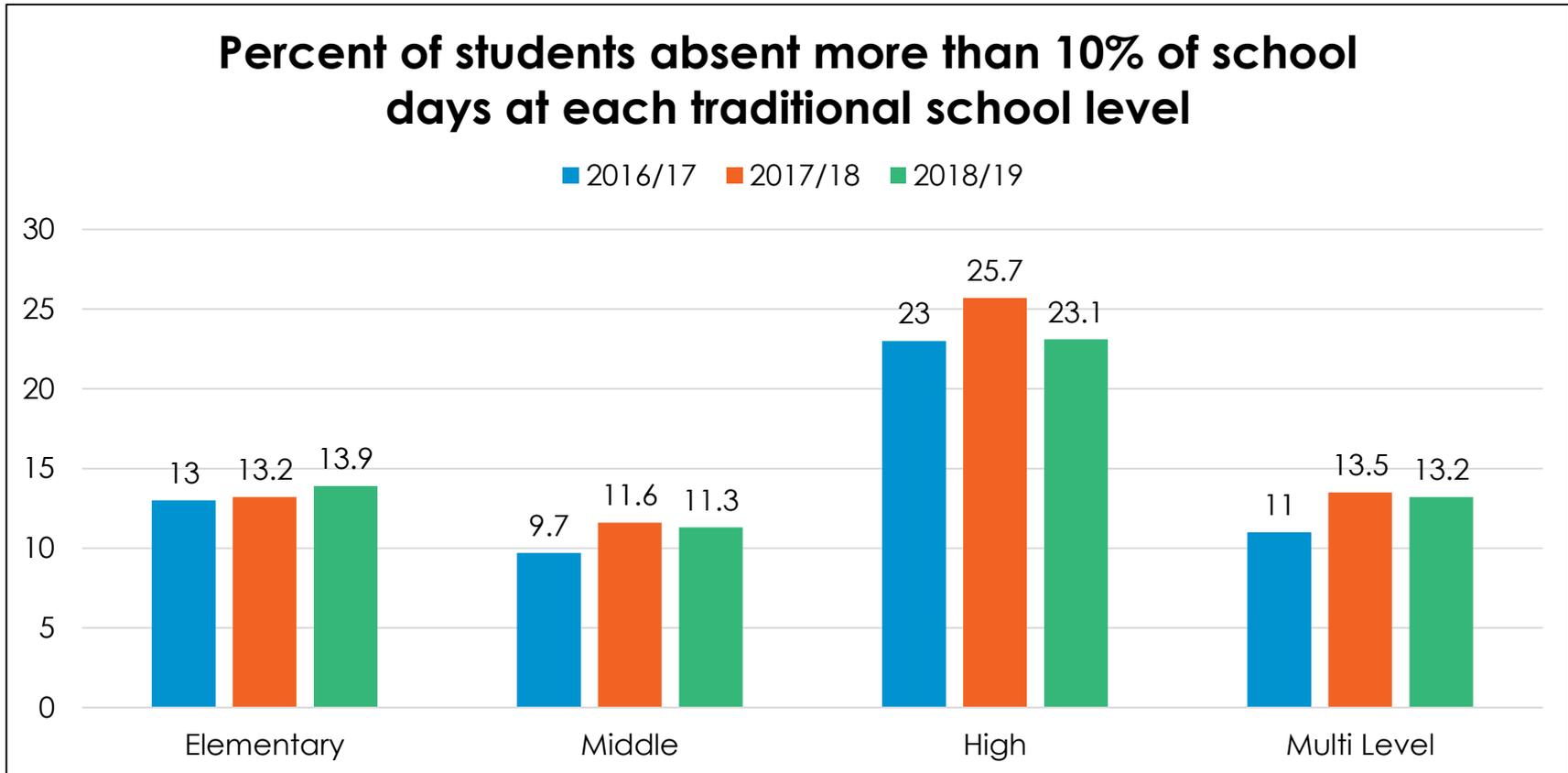
Attendance Works identifies Chronic Absence as “The Problem” with this excerpt from the website:

“Across the country, [more than 8 million students](#) are missing so many days of school that they are academically at risk. Chronic absence — missing 10 percent or more of school days due to absence for any reason—excused, unexcused absences and suspensions, can translate into third-graders unable to master reading, sixth-graders failing subjects and ninth-graders dropping out of high school.”

<https://www.attendanceworks.org/>



Chronic Absenteeism in Broward County Public Schools



NOTE: Center schools provide services and support to student groups experiencing difficult barriers that have been identified through grades, behaviors, attendance and family needs. Students with Severe Chronic Absenteeism at Centers have ranged from 56% to 66% from SY16 through SY19.



Summary of Changes to Policy 5.5

Alignment to Florida Statutes

- 1) Page 1 – F.S. s. 1001.42 – Early Warning System
- 2) Page 2 – F.S. s. 1003.01 (8) – Habitual Truancy
- 3) Page 2 – F.S. s. 1002.01 – Home Education
- 4) Page 3 – F.S. s. 1003.01 – Habitual Truant
- 5) Page 3 – F.S. ss. 1002.41, 1003.01 (13)(d), 1003.21 – Home education
- 6) Page 5 – F.S. s. 1003.21 (2)(b)(2) – Treatments for Autism Spectrum Disorder
- 7) Page 7 – F.S. s. 1003.26(1)(e) – Parent’s right to request a hearing
- 8) Page 8 – F.S. s. 1003.22(5)(b) – Hospital Homebound
- 9) Page 8 – F.S. s. 1003.26(1)(a) – Parent’s right to be notified of an absence
- 10) Page 8 – F.S. s. 1000.21 (5) – State’s definition of “parent”
- 11) Page 9 – F.S. s. 1003.26 – Home education program / Compulsory attendance
- 12) Page 10 – F.S. s. 1003.27(3) – Consequences for truancy
- 13) Page 10 – F.S. s. 1003.4156 – Removed from Laws Implemented section



Summary of Changes to Policy 5.5

District Attendance Committee Recommendations

- 1) Pages 1, 2 – Definitions: A) Attendance; B) Chronic Absenteeism; C) Class Attendance; E) Field trip; G) Pattern of Nonattendance; H) Physician's Verification Form; I) Regular Attender
- 2) Page 3 – Patterns of Nonattendance proactive criteria
- 3) Page 4 – Reporting an Absence (information needed for school to excuse absence)
- 4) Page 4, 5 – Illness of student, defined for clarity
- 5) Page 5 – Special event, language added for clarity
- 6) Page 5 – Unexcused absences, examples of reasons that are not excused
- 7) Page 6 – Suspensions, clarifying language approved by committee
- 8) Page 9 – Hospital Homebound services, School/District Responsibilities
- 9) Page 9 – School staff to record attendance daily, School/District responsibilities



Summary of Changes to Policy 5.5

Clarifying Language (recommended by District Attendance Committee)

- 1) Page 2 – Compulsory School Attendance, paragraphs A, B, and E
- 2) Page 5 – Field trip (not considered as an absence)
- 3) Page 5 – Registration, 30-day temporary waiver
- 4) Page 7 – Parent's responsibility to report reason for absence

Summary of Changes to Policy 5.5

Corrections or scrivener's errors

- 1) Pages 1, 3, 6, 9 – Nonattendance, removing hyphen
- 2) Page 1 – Removal of title “Rules” above Definitions
- 3) Page 5 – Noncompliance, removal of hyphen; Add period at end of sentence
- 4) Pages 8, 9 – School/District Responsibilities, paragraphs b and c, punctuation



School Board Feedback and Questions



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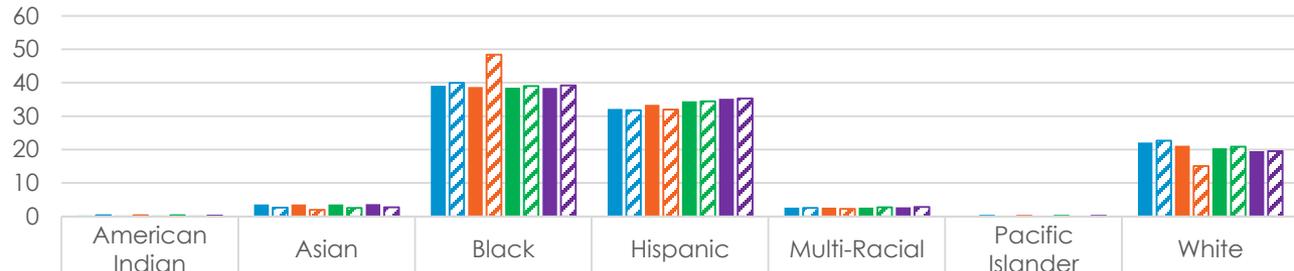
APPENDICES



Data Associated with Excused vs. Unexcused Absences (Slide 1 of 2)

2015/16 through 2018/19: Comparison of Percent of Students by Race in District next to the Percent of TOTAL Absences in District by Race

■ % of Pop. in District 15/16
 ▣ % District Absences 15/16
 ■ % of Pop. in District 16/17
 ▣ % of District Absences 16/17
■ % of Pop. in District 17/18
 ▣ % of District Absences 17/18
■ % of Pop. in District 18/19
 ▣ % of District Absences 18/19

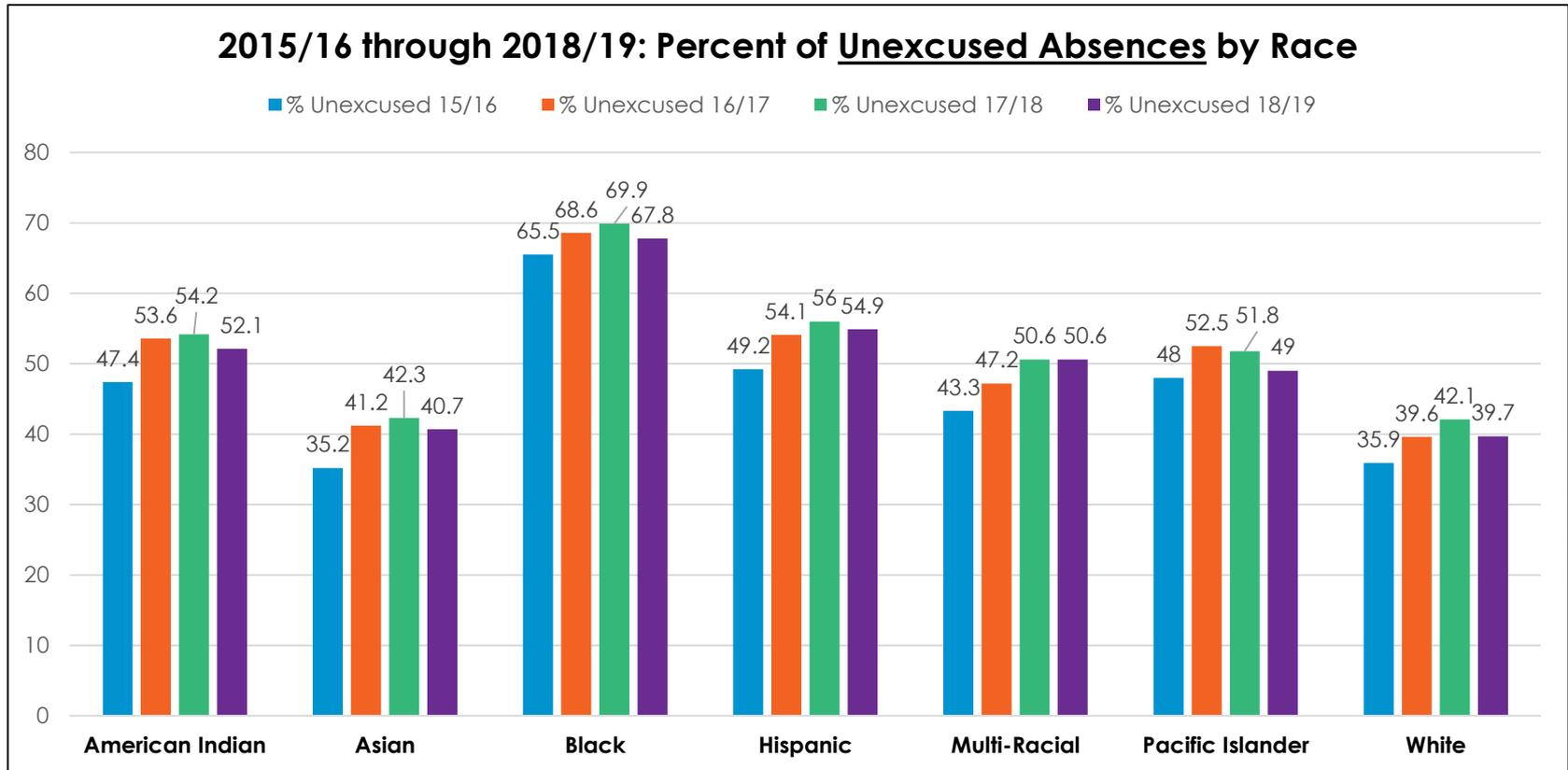


Note: For every racial demographic on this table, total absence rates are proportional to the population size. A single exception in the data was a spike in absences during 16/17 for black students.

Data from Student Attendance Briefs published by BCPS Student Assessment & Research



Data Associated with Excused vs. Unexcused Absences (Slide 2 of 2)



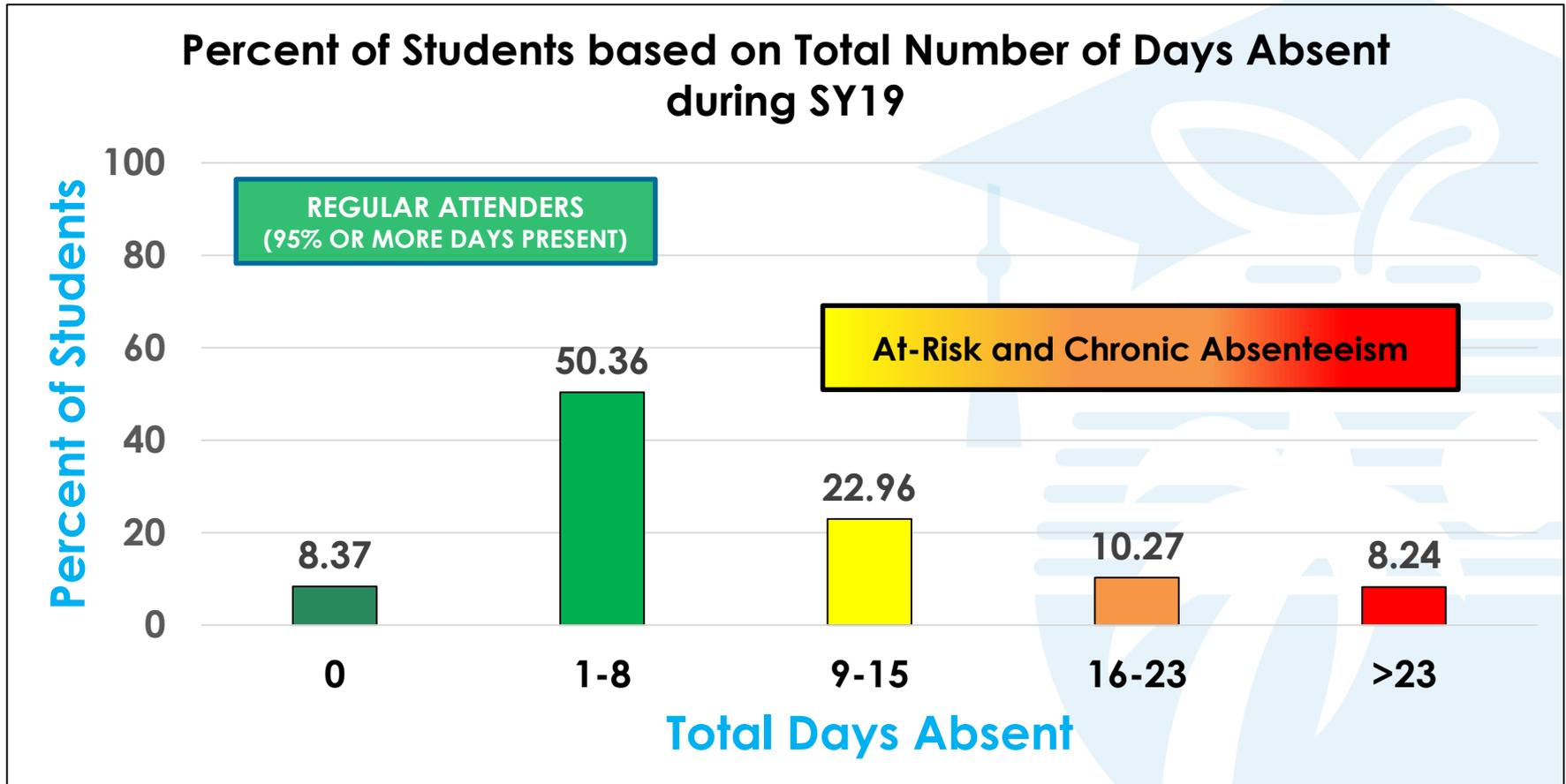
Note: While total absences are proportional by race, the percent of unexcused absences are highest among Black, Hispanic, American Indian, Pacific Islander, and Multi-Racial groups. Lowest rates are with White and Asian students.

Data from Student Attendance Briefs published by BCPS Student Assessment & Research



Distribution of Total Days Absent throughout the District

On June 6, 2019, a data snapshot was collected for all students in BCPS to show the distribution of total days absent throughout the school year. The graph below summarizes attendance data from more than 260,000 students.



Early Warning Indicators in Florida Statute: 1001.42(18)(b)(1)

Defining Early Warning System: The section below from Florida Statute 1001.42, “Powers and duties of district school board,” requires that attendance below 90% is included in our Early Warning System. This metric is included in the BCPS School Improvement Plan and is a required element for each school’s final plan. Updated attendance data is available to school staff through BASIS.

(b) Early warning system.—

1. A school that serves any students in kindergarten through grade 8 shall implement an early warning system to identify students in such grades who need additional support to improve academic performance and stay engaged in school. The early warning system must include the following early warning indicators:

- a. Attendance below 90 percent, regardless of whether absence is excused or a result of out-of-school suspension.**
- b. One or more suspensions, whether in school or out of school.
- c. Course failure in English Language Arts or mathematics during any grading period.
- d. A Level 1 score on the statewide, standardized assessments in English Language Arts or mathematics or, for students in kindergarten through grade 3, a substantial reading deficiency under s. 1008.25(5)(a).



DETAILED CHANGES PROPOSED IN POLICY 5.5

Slides 17 – 45 outline changes proposed for Policy 5.5 Attendance.

- Black text is existing language in current policy.
- Blue underlined text in represents new language.
- Red text with strikethrough represents text to be removed from policy ~~language~~.



Policy 5.5: Attendance

Recommendation: Changes on page 1, 3, 6, 9

Rationale: Correction

Proposed Language: “Non-attendance” will be changed to nonattendance throughout policy.

Example: (page 3)

III. II. PATTERNS OF ~~NON-ATTENDANCE~~ NONATTENDANCE

~~Non-attendance~~ Nonattendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day. The District recommends that students attend school every day.



Policy 5.5: Attendance

Recommendation: Deletion (p. 1)

Rationale: Correction

Proposed Language: Remove “Rules” currently located above Definitions.

RULES:

I. DEFINITIONS



Policy 5.5: Attendance

Recommendation: Additions (p. 1, 2)

Rationale: District Attendance Committee recommendations

Proposed Language: Define Attendance, Class Attendance, Field Trip, Chronic Absenteeism, Early Warning System, Physician's Verification Form, and Regular Attender.

- A. **Attendance:** Students are to be counted in attendance for the school day if they are present at school and shall be recorded as present by the teacher or attendance clerk. Students present at educational activities that constitute part of the approved school program, including field trips, are counted in attendance. At the elementary level, the homeroom teacher will record daily attendance. At the secondary level, each class period is factored into the daily attendance count.
- B. **Chronic Absenteeism:** When a student's absences total 10 % or more school days for any reason, including excused and unexcused absences, and out-of-school suspensions. Using the percent of days enrolled, schools may identify students early in the school year to provide appropriate interventions. At the end of a 180-day school year, a chronically absent student misses at least 18 days of school.
- C. **Class Attendance:** Students are to be counted in attendance if they are physically present in class at the secondary level (grades 6-12). Teacher codes for attendance include: "P" for Present; "TU" for Tardy Unexcused; "PN" for Present, Not in Class; "E1" for the student's first day of enrollment in the school. The absence code that may be entered by a teacher includes "AU" for absent unexcused. For field trips, teachers do not have "FT" as an option; field trips will be recorded by the attendance clerk.



Policy 5.5: Attendance

Recommendation: Additions (p. 1, 2)

Rationale: District Attendance Committee recommendations

Proposed Language: Define Attendance, Class Attendance, Field Trip, Chronic Absenteeism, Early Warning System, Physician's Verification Form, and Regular Attender.

- D. **Early Warning System:** A system to identify students who need additional support to improve academic performance and stay engaged in school. The early warning system in Broward Schools includes data for students from kindergarten through 12th grade and includes "Attendance below 90 percent, regardless of whether the absence is excused or as a result of out-of-school suspension" (F.S. s. 1001.42(18)(b)(1)(a)).
- E. **Field Trip:** A District-approved trip away from a School Board site or the student's regularly assigned classroom. A student with a signed permission slip that attends a field trip shall be recorded in attendance as "FT." The school attendance clerk is responsible for recording "FT" for students on a field trip. The classroom teacher can enter "AU" (absent unexcused) to identify that the student is not in class. The attendance clerk will override the teacher's attendance record.
- F. **Habitual Truancy:** A student of compulsory school attendance age who accumulates 15 unexcused absences within 90 calendar days. In this definition, "calendar days" refers to all the days in a month, including weekends and holidays (F.S. s. 1003.01 (8)).



Policy 5.5: Attendance

Recommendation: Additions (p. 1, 2)

Rationale: Committee recommendations

Proposed Language: Define Attendance, Class Attendance, Field Trip, Chronic Absenteeism, Early Warning System, Physician's Verification Form, and Regular Attender.

- G. **Pattern of Nonattendance:** A child study team will determine if a student is developing a pattern of nonattendance to allow the school to initiate interventions in a proactive effort to prevent patterns of nonattendance from becoming excessive or repeated from year to year. Chronic absenteeism is one metric for a child study team to consider in determining a pattern of nonattendance. A pattern of nonattendance may be developing if a student has 5 unexcused absences within a calendar month or 10 unexcused absences within a 90-calendar-day period. A child study team may find that a pattern of nonattendance is developing, whether the absences are excused or unexcused (F.S. s. 1003.26(1)(b)).
- H. **Physician's Verification Form:** When a student is absent, or expected to be absent, more than 10% of the school year, this form may be required to excuse absences without adding further distress to the parent to verify their child's condition. The form requests the physician verifies an illness (without identifying the specific illness), that the child is under their care, and how the condition impacts the student's attendance.
- I. **Regular Attender:** A student that attends more than 95% of the academic school year. A regular attender's absences range from 0 to 4.9% of school days. At the end of a 180-day school year, a regular attender may miss from 0 to 8 school days.



Policy 5.5: Attendance

Recommendation: Clarification (p. 2)

Rationale: Clarifying language, approved by District Attendance Committee

Proposed Language: Compulsory School Attendance, paragraphs A and B.

- A. All children who have attained the age of six years or who will have attained the age of six years by February 1 of any school year, or who are older than six years of age ~~but who have not yet attained the age of 16 years or age specified by state statute, whichever is older, except as hereinafter provided~~ until graduation, are required to attend school regularly during the entire 180-day ~~or the equivalent on an hourly basis pursuant to the state Board of Education~~ school term. (F.S. s. 1003.21)(1)(a)).
- B. Public school students who have attained the age of 16 years and who have not graduated are subject to compulsory attendance until the student graduates or files a formal declaration of intent to terminate school enrollment with the School Board. ~~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 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 ~~child~~ student and the student's parent. A student who attains the age of 18 years during the school year is not subject to the legal sanctions for compulsory school attendance (F.S. s. 1003.21(2)(c)).



Policy 5.5: Attendance

Recommendation: Corrections and updates (p. 2)

Rationale: Alignment with Florida statutes, clarifying language.

Proposed Language: Compulsory School Attendance, paragraph D.

D. Compulsory school attendance requirements may be met by attendance in a home education program ~~(F.S.1002.01 (2)(b) 20(2)(b))~~.

1. As defined in Florida Statute s. 1002.02(01), a "home education program" means the sequentially progressive instruction of a student directed by his or her parent in order to satisfy the attendance requirements of ~~S.S.~~ ss. 1002.41, 1003.01~~(4)~~(13)(d) and 1003.21(1) ~~(F.S. 1002.01(1))~~.

E. For students enrolled in Department of Juvenile Justice Programs, the compulsory school attendance requirement is governed by state law and regulations ~~and includes a longer term.~~ (F.S. s.1003.52(6)).



Policy 5.5: Attendance

Recommendation: Addition (p. 3)

Rationale: District Attendance Committee recommendation

Proposed Language: Patterns of Nonattendance, description.

III. II. PATTERNS OF ~~NON-ATTENDANCE~~ NONATTENDANCE

~~Non-attendance~~ Nonattendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day. The District recommends that students attend school every day.

A. A pattern of nonattendance shall be reviewed by the Collaborative Problem-Solving Team to assist in identifying strategies and/or interventions intended to improve academic performance and student engagement. A pattern of nonattendance may be identified based on one or more of the following:

1. Prior history of chronic absenteeism (to provide interventions at the beginning of the school year),
2. Chronic absenteeism within the current school year,
3. Habitual Truancy,
4. Excessive absences due to illness (excused and/or unexcused). This may be 3 or more consecutive days or more than 8 nonconsecutive days in a school year.



Policy 5.5: Attendance

Recommendation: Addition, Alignment with statute (p. 3)

Rationale: Alignment with statutes.

Proposed Language: Patterns of Nonattendance, paragraph C.

D. "Habitual truant" means a student who has 15 unexcused absences within 90 calendar days with or without the knowledge or **justifiable** consent of the **child's student's** parent, is subject to compulsory school attendance under F.S. ss. 1003.21 (1) and (2)(a), and is not exempt under F.S. s. 1003.21(3) or s. 1003.24, or by meeting the criteria for any other exemption specified by law or rules of the State Board of Education. Such a student must have been the subject of the activities specified in ss. 1003.26 and 1003.27(3), without resultant successful remediation of the truancy problem before being dealt with as a child in need of services according to the provisions of chapter 984 (F.S. s. 1003.01(8)).



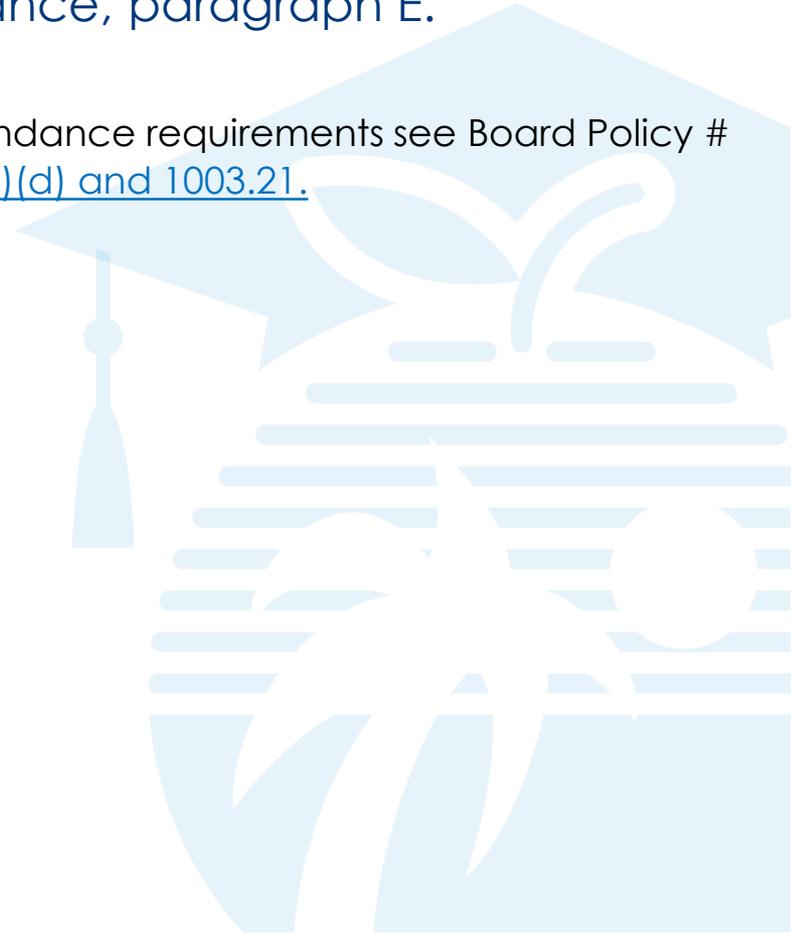
Policy 5.5: Attendance

Recommendation: Addition (p. 3)

Rationale: Alignment with Florida Statute numbers.

Proposed Language: Patterns of Nonattendance, paragraph E.

E. Home Education Program: For Home Education attendance requirements see Board Policy # 6000.1 ~~(F.S. 1003.26(f))~~ and F.S. ss.1002.41, 1003.01(13)(d) and 1003.21.



Policy 5.5: Attendance

Recommendation: Addition (p. 4)

Rationale: District Attendance Committee recommendations

Proposed Language: Absences, new section A. Reporting an Absence

IV. III. ABSENCES

A. Reporting an Absence

Absences should be reported by parents within two school days of the absence.

Parents can find absence reporting options on each traditional school's website. On the website, under CONTACT, select "Report an Absence" where parents can choose their preferred absence reporting method:

- a) Online Form: Submit an online form that will provide a confirmation email that includes the date and time of submission
- b) Voicemail (Attendance phone line)
- c) Written communication from parent* delivered to the front office.

When reporting an absence for a student, the following information is required:

- a) Student first and last name
- b) Student ID or Date of Birth
- c) Grade level
- d) Date(s) of absence
- e) Reason for absence
- f) Parent first and last name
- g) Parent Contact information

* Parent includes either or both parents of a student, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of the parent (F.S. s. 1000.21(5)).



Policy 5.5: Attendance

Recommendation: Addition (p. 4,5)

Rationale: District Attendance Committee recommendations

Proposed Language: Excused Absences, paragraph 1. Illness of student.

1. Illness of student, which may be related to physical or mental health.

A student's physical and mental health are factors that parents will consider to determine if their child must stay home from school.

Physical Health: Broward County Public Schools (BCPS) recommends keeping a child home if they have:

- a. A fever of 100.4 degrees F or higher,
- b. Sore throat, coughs, chills, and/or body aches,
- c. Rashes, yellow eye drainage, greenish-yellow phlegm from a cough or cold, vomiting, or diarrhea.

Mental Health: BCPS considers mental health to be a part of a person's overall health and wellness. A student's successful participation in school activities may be severely affected by the social/emotional well-being of the student (e.g., excessive stress or anxiety, depression, grief/bereavement).

PHYSICIAN'S NOTE: If a student is continually sick and/or repeatedly absent from school, the student must be under the supervision of a licensed health care practitioner, or if the absence is related to the student having autism spectrum disorder, receiving services from a licensed health care practitioner or behavior analyst certified pursuant to s. 393.17, in order to receive an excuse from attendance (F.S. s. 1003.24(4)).



Policy 5.5: Attendance

Recommendation: Addition (p. 5)

Rationale: District Attendance Committee recommendation

Proposed Language: Excused Absences, paragraph 6. Special event.

6. Special event. Examples of special events include important public functions, educational enrichment activities, conferences, state/national competitions, college/university campus tour/visit as well as exceptional cases of family need. A special event must be approved by the principal or the principal's designee prior to the absence. In cases where prior approval was not possible, the principal may excuse the absence.



Policy 5.5: Attendance

Recommendation: Addition (p. 5)

Rationale: Florida Statute update, new rule.

Proposed Language: Excused Absences, paragraph 7. Scheduled medical or dental appointment.

7. Scheduled medical or dental appointment.

This may include “an appointment to receive therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to F.S. s. 393.17 for the treatment of autism spectrum disorder, including but not limited to, applied behavioral analysis, speech therapy, and occupational therapy” (F.S. s. 1003.21 (2)(b)(2)).



Policy 5.5: Attendance

Recommendation: Clarification, deletion (p. 5)

Rationale: District Attendance Committee recommendation, clarifying language

Proposed Language: Excused Absences, paragraph 9. Field Trips

9. NOTE: Students on field trips, ~~and students who attend alternative to suspension programs or in internal in-school suspensions~~ are not considered absent.



Policy 5.5: Attendance

Recommendation: Clarification, addition (p. 5).

Rationale: District Attendance Committee recommendations

Proposed Language: Unexcused Absences, add examples.

Absences not excused as defined in the previous section, are considered unexcused.

1. Examples of absences that are not excused include, but are not limited to:

- a) Failure to communicate the reason for absence(s)
- b) Family trip that does not include one of the excused reasons listed in this policy.
- c) Vacation
- d) Excessive absences due to illness without the requested physician verification that a medical condition justifies the pattern of absences will be recorded as unexcused.
- e) Oversleeping
- f) Missing the school bus (as routinely scheduled)



Policy 5.5: Attendance

Recommendation: Corrections or scrivener's error (p. 5)

Rationale: Correction

Proposed Language: Unexcused Absences, paragraph 1.

2. ~~1.~~ Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend classes until this document is provided or a waiver is obtained. Absences due to ~~non-compliance~~ noncompliance with immunization requirements shall be considered unexcused. (F.S. s. ~~1003.22(1).~~



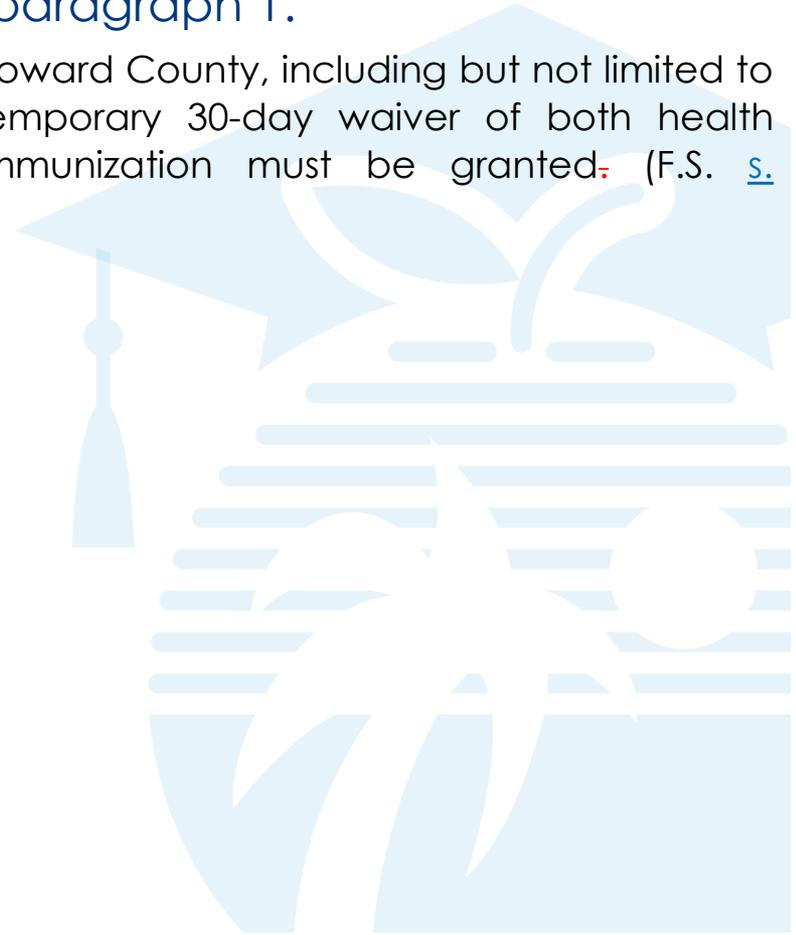
Policy 5.5: Attendance

Recommendation: Addition (p. 5)

Rationale: Clarifying language and correction of scrivener's error

Proposed Language: Unexcused Absences, paragraph 1.

- ~~2.~~ 3. For students initially registering or transferring into Broward County, including but not limited to foster care students, or homeless students, a temporary 30-day waiver of both health examination documents and certificates of immunization must be granted. (F.S. s. 1003.22(1)(5)(e)).



Policy 5.5: Attendance

Recommendation: Addition and clarification (p. 6)

Rationale: District Attendance Committee recommendation, Clarifying language

Proposed Language: Unexcused Absences, paragraph 1.

D. SUSPENSIONS

1. "In-school suspension" means the temporary removal of the student from their regular school program and placement in an alternative program within their school, under the supervision of District school board personnel, for a period not to exceed 10 school days (F.S. s. 1003.01 (5)(b)).

A student assigned to in-school suspension will be included in the school's daily attendance count. The appropriate code for in-school suspension will be recorded by the attendance clerk to override the classroom teacher's reported attendance.

2. "Suspension," also referred to as out-of-school suspension, means the temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal or the principal's designee, for a period not to exceed 10 school days and remanding of the student to the custody of the student's parent with specific homework assignments for the student to complete (F.S. s. 1003.01 (5)(a)).

A student assigned to out-of-school suspension will not be included as present in the school's daily attendance count. The student will be recorded as suspended, which will count as an absence due to suspension. This absence type is not counted as unexcused. The distinction between an absence due to suspension and an unexcused absence alleviates the double penalty problem associated with noncompliance with regular attendance as required by law (e.g., driving privileges and Learnfare).

3. "Alternative to External Suspension," students who have been externally suspended ~~may be offered an opportunity to participate in an alternative to suspension program.~~ If they do not attend, the assigned days, the absences will be considered suspensions. For a student with a disability (SWD) if FAPE (Free and Appropriate Public Education) is provided and the student does not attend, the student will be marked absent based on this attendance policy. ~~The SWD will be permitted to make-up work whether they attend the alternative to suspension program or not.~~



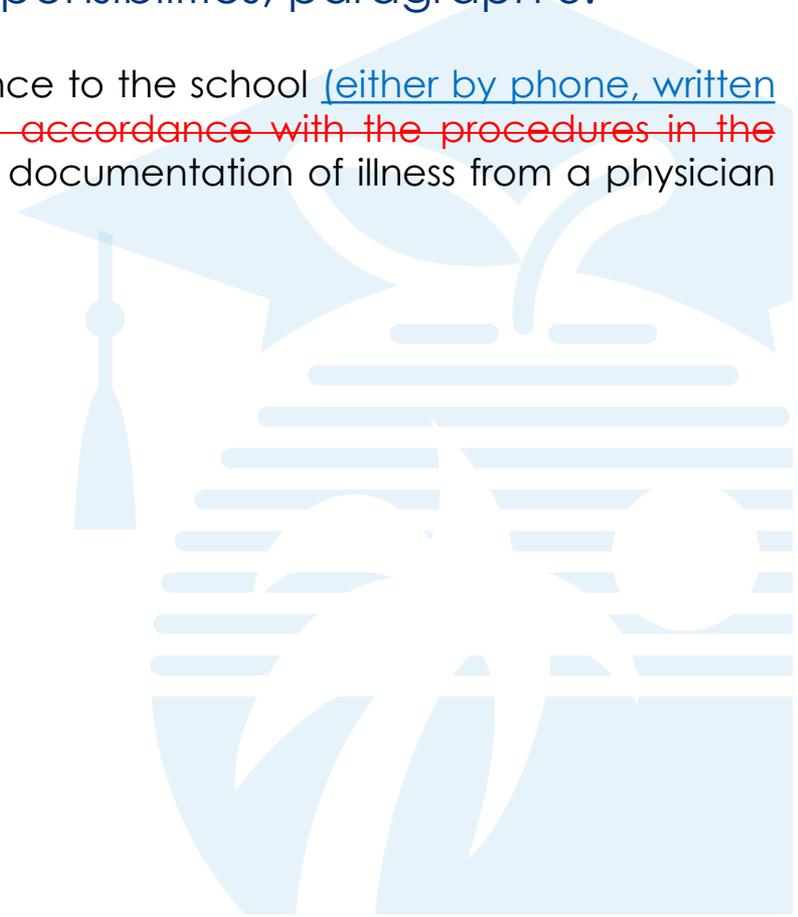
Policy 5.5: Attendance

Recommendation: Clarification (p. 7)

Rationale: District Attendance Committee recommendation

Proposed Language: Parents' Rights and Responsibilities, paragraph 3.

3. Parents must report the reason for their child's absence to the school (either by phone, written note, or the online form on the school website). ~~in accordance with the procedures in the Code of Student Conduct~~. The parent shall provide documentation of illness from a physician or public health unit, if requested.



Policy 5.5: Attendance

Recommendation: Clarification aligned with current practice (p. 7)

Rationale: Scrivener's error

Proposed Language: Parents' Rights and Responsibilities, paragraph 5.

4. Parents have the right to request a hearing if they refuse to participate in the interventions developed by the child study team because they believe that those interventions are unnecessary or inappropriate (F.S. s.1003.26(1)~~(b)~~(e)).



Policy 5.5: Attendance

Recommendation: Clarification aligned with current practice (p. 8)

Rationale: District Attendance Committee recommendation, Clarifying language

Proposed Language: Parents' Rights and Responsibilities, paragraph 5.

5. The parents of a student expected to be absent ~~miss~~ at least 15 consecutive school days due to ~~illness, medical condition, or social/emotional reasons~~ a physical or psychiatric condition (medically diagnosed and certified by a physician), or who would miss excessive due to a chronic condition for at least 15 school days, which need not run consecutively ~~intermittently~~ throughout the school year ~~for the same reasons~~, and could benefit from instruction should notify the school and request a copy of the Hospital Homebound Services referral packets.



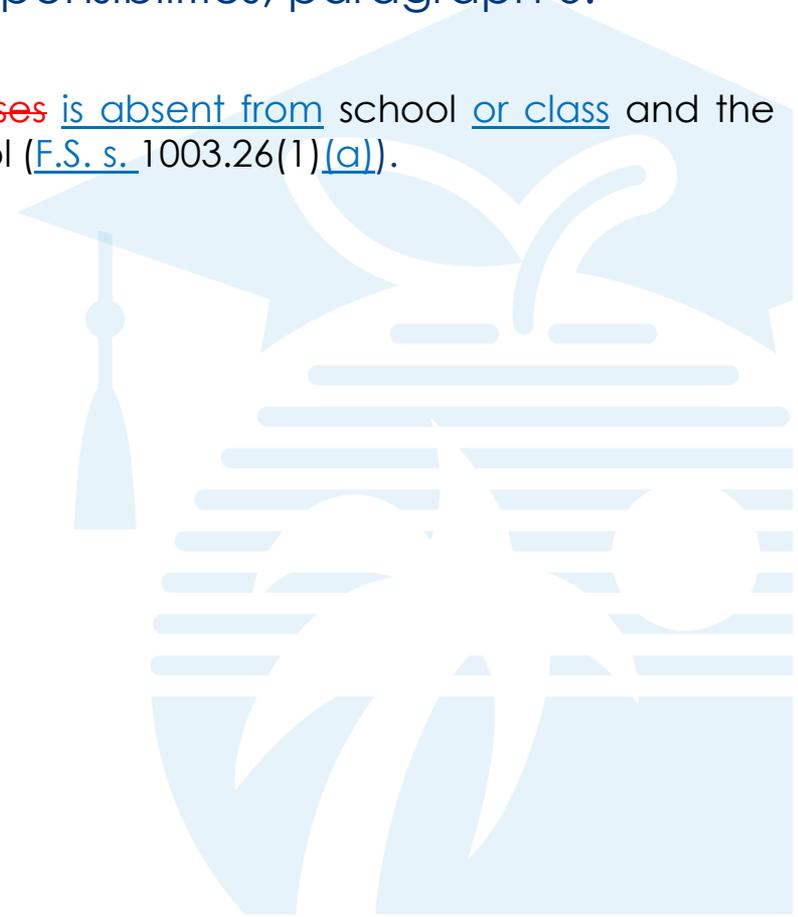
Policy 5.5: Attendance

Recommendation: Clarification and statute update (p. 7)

Rationale: Update Florida Statute, clarifying language.

Proposed Language: Parents' Rights and Responsibilities, paragraph 6.

6. Parents have a right to be notified if their child **misses** is absent from school or class and the parents have not reported the absence to the school (F.S. s. 1003.26(1)(a)).



Policy 5.5: Attendance

Recommendation: Change (p. 8)

Rationale: Updated language aligned with Florida Statute.

Proposed Language: Parents' Rights and Responsibilities, paragraph 6.

~~The term parent is defined to include biological parents, any guardian, any person in a parental relationship or "any person exercising supervisory authority over a student in place of the parent." 1000.21(5),F.S.~~

** Parent includes either or both parents of a student, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of the parent (F.S. s.1000.21(5)).*



Policy 5.5: Attendance

Recommendation: Clarification and alignment with Florida statute (p. 8, 9)

Rationale: District Attendance Committee recommendation

Proposed Language: School/District Responsibilities, paragraph 1 d.

- d. The principal/designee shall provide ~~a~~ the Hospital Homebound Services referral packets to the parent of a child who under the care of a physician that certifies the student is expected to be absent ~~miss~~ at least 15 ~~or more consecutive~~ school days due to a physical or psychiatric condition. ~~illness, medical condition, or social/ emotional reasons, or who would miss excessive days intermittently throughout the year for the same reasons.~~ Placement is determined by an IEP committee based on the medical needs of the student.



Policy 5.5: Attendance

Recommendation: Alignment with Florida statute (p. 9)

Rationale: Alignment with Florida Statute and current practices for Home School Education.

Proposed Language: School/District Responsibilities, paragraph 1 e.

- e. If the parent or guardian of a child who has been identified as exhibiting a pattern of ~~non-attendance~~ nonattendance enrolls the child in a home education program, ~~the Superintendent/designee shall refer the parent to a home education review committee composed of the district contact person for home education 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 three years and have indicated a willingness to serve on the committee.~~ the parent or guardian will be required to attend the portfolio review committee meeting(s) as required. (F.S. s. 1003.26(1)(f)1).



Policy 5.5: Attendance

Recommendation: Addition (p. 9)

Rationale: Committee recommendation

Proposed Language: School/District Responsibilities, paragraph 1f.

f. Teachers shall report attendance promptly every school day. At the elementary level, the homeroom teacher is expected to submit attendance within the first 15 minutes of the school day. At the secondary level (grades 6 – 12), a teacher with students on their roster is expected to record and submit attendance within the first 5 minutes of the class period. If the online grading/attendance program is not available or operating properly, teachers will record attendance at the earliest possible opportunity.



Policy 5.5: Attendance

Recommendation: Update statute citation (p. 10)

Rationale: Florida Statute citation update

Proposed Language: Consequences Related to Truancy, paragraph C.

- c. If a child subject to compulsory school attendance will not comply with attempts to enforce school attendance and the Superintendent elects not to file a truancy petition or if the child does not successfully complete the sanctions ordered by the Court, the child will be referred to the Case Staffing Committee pursuant to ~~Section~~ [F.S.s. 984.12](#). The staffing committee may file a child-in-need-of-services petition. (F.S. 1003.267(3))



Policy 5.5: Attendance

Recommendation: Update statute citation

Rationale: Florida Statute update. Refers to general requirements for middle grades promotion

Proposed Language: Statutory Authority, Laws Implemented

Statutory Authority: 1001.41(1) & (2), 1001.42, 1001.51(24) Fla. Stat.

Laws Implemented: 1002.20(2), 1003.01(5), 1003.02(1)(g), 1003.21, 1003.22, 1003.23, 1003.24, 1003.25, 1003.26, 1003.27, 1003.28, 1003.29, 1003.31, 1003.32, ~~1003.4156~~, 1006.08 Fla. Stat.

