

**SUMMARY OF PROPOSED CHANGES
SCHOOL BOARD WORKSHOP #1
MAY 12, 2020**

**POLICY #: 5.5
POLICY TITLE: ATTENDANCE**

Page #	Recommended Change/Addition/Deletion	Rationale
1, 3, 6, 9	Change: Non-attendance Nonattendance	Correction
1	Deletion: RULES:	Correction
1	Addition: <u>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.</u>	District Attendance Committee recommendation
1	Addition: <u>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.</u>	District Attendance Committee recommendation Alignment to F.S. 1001.42(18)(b)(1), associated with Early Warning System. Definition of common terminology. Term is used in School Improvement Plans and annual Attendance Briefs from Student Assessment & Research.
1	Addition: <u>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.</u>	District Attendance Committee recommendation Defines class attendance and acknowledges attendance codes that are available to teachers. Clarifies time between a

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		student's absence reported by teacher and revision by attendance clerk.
1	<p>Addition:</p> <p><u>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)).</u></p>	<p>Florida Statute 1001.42</p> <p>Identifies that Florida Legislature requires monitoring of attendance for students below 90% attendance.</p>
1	<p>Addition:</p> <p><u>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.</u></p>	<p>District Attendance Committee recommendation</p> <p>Field trips are counted in daily attendance, not as an absence.</p>
2	<p>Addition:</p> <p><u>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)).</u></p>	<p>Florida Statute 1003.01(8)</p>
2	<p>Addition:</p> <p><u>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)).</u></p>	<p>District Attendance Committee recommendation</p> <p>Definition was needed for clarity of concept and factors that are considered in determination.</p>

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2	<p>Addition:</p> <p><u>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.</u></p>	<p>District Attendance Committee recommendation</p> <p>Definition identifies a form used for students with a condition that impacts their regular attendance. Relieves those parents of some stressors around the child's condition that could lead to truancy.</p>
2	<p>Addition:</p> <p><u>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.</u></p>	<p>District Attendance Committee recommendation</p> <p>Defines and quantifies regular attendance. Providing this expectation clarifies that the District recognizes that students are expected to be absent occasionally for reasons listed in policy.</p>
2	<p>Change: (Compulsory School Attendance, paragraph A)</p> <p>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 <u>until graduation</u>, 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)).</p>	<p>Clarifying language.</p> <p>Alignment with F.S. s. 1003.21.(1)(a)</p>
2	<p>Change:</p> <p>B. <u>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.</u> A student who attains the age of 16 years during</p>	<p>Clarifying Language.</p> <p>Alignment with F.S. s. 1003.21(2)(c).</p>

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	<p>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 <u>student</u> and <u>the student's</u> 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)).</p>	Clarifies misconception that at age 16 students are no longer under compulsory attendance laws.
2	<p>Change:</p> <p>D. Compulsory school attendance requirements may be met by attendance in a home education program (F.S.1002.01 (2)(b) 20 (2)(b)).</p> <p>1. <u>As defined in Florida Statute s. 1002.01(01), a</u> "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 <u>S.S. ss. 1002.41, 1003.01(4)(13)(d) and 1003.21(1),</u> (F.S. 1002.01(1)).</p>	Update in Florida statutes referencing Home Education programs.
2	<p>Deletion:</p> <p>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)).</p>	Clarifying language Length of term is covered by state law and regulations.
3	<p>Addition:</p> <p>III. II. PATTERNS OF NON-ATTENDANCE <u>NONATTENDANCE</u></p> <p>Non-attendance <u>Nonattendance</u> 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.</p> <p><u>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:</u></p> <ol style="list-style-type: none"> 1. <u>Prior history of chronic absenteeism (to provide interventions at the beginning of the school year),</u> 2. <u>Chronic absenteeism within the current school year,</u> 3. <u>Habitual Truancy as defined by F.S. 1003.01(8), see below.</u> 4. <u>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.</u> 	<p>District Attendance Committee recommendation</p> <p>Added language identifies the Collaborative Problem-Solving Team's (CPST) role in attendance strategies and interventions.</p> <p>Defines examples of metrics that the CPST uses to identify students that may require proactive Tier 2 or 3 interventions. Provides clarity for school leaders regarding when to require a doctor's note for students with an</p>

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		identified pattern of nonattendance.
3	<p>Change/Addition:</p> <p><u>D.</u> "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 <u>student's</u> 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. <u>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</u> (F.S. s. 1003.01(8)).</p>	Alignment with Florida Statute 1003.01(8).
3	<p>Addition:</p> <p><u>E.</u> 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.</p>	Updating Florida Statues
4	<p>Addition:</p> <p><u>IV. III. ABSENCES</u> <u>A. Reporting an Absence</u></p> <p><u>Absences should be reported by parents within two school days of the absence.</u></p> <p><u>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:</u></p> <ul style="list-style-type: none"> a) <u>Online Form: Submit an online form that will provide a confirmation email that includes the date and time of submission</u> b) <u>Voicemail (Attendance phone line)</u> c) <u>Written communication from parent* delivered to the front office.</u> <p><u>When reporting an absence for a student, the following information is required:</u></p> <ul style="list-style-type: none"> a) <u>Student first and last name</u> b) <u>Student ID or Date of Birth</u> 	<p>District Attendance Committee recommendation</p> <p>Provides clarity of expectations for parents to report their child's excused absence.</p> <p>These are standard across the District traditional schools. To excuse a child's absence, all items listed are needed by staff. Reporting options are standard.</p>

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	<p>c) Grade level d) Date(s) of absence e) Reason for absence f) Parent first and last name g) Parent Contact information</p> <p><i>* 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)).</i></p>	
4, 5	<p>Addition:</p> <p>Students must be in school unless the absence has been permitted or excused for one of the reasons listed below (F.S. ss. 1003.24(4), 1003.26)</p> <p>1. Illness of student- which may be related to physical or mental health.</p> <p>A student's physical and mental health are factors that parents will consider to determine if their child must stay home from school.</p> <p>Physical Health: Broward County Public Schools (BCPS) recommends keeping a child home if they have:</p> <p>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.</p> <p>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).</p> <p>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)).</p>	<p>District Attendance Committee recommendation</p> <p>Added language provides a defined standard of guidance for parents to consider keeping their child home from school and to report their child's excused absence(s).</p> <p>Physician's Note may be required for students who are continually sick or with an identified pattern of nonattendance due to repeated absences.</p>

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5	<p>Addition:</p> <p>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. <u>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.</u></p>	<p>District Attendance Committee recommendation</p> <p>Clarification</p>
5	<p>Addition:</p> <p>7. Scheduled medical or dental appointment.</p> <p><u>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)).</u></p>	<p>Florida Statute update.</p> <p>Alignment with new rule, F.S. s. 1003.21(2)(b)(2).</p>
5	<p>Change:</p> <p>9. NOTE: Students on field trips, and students who attend alternative to suspension programs or in internal in-school suspensions are not considered absent.</p>	<p>District Attendance Committee recommendation</p> <p>Field trip is not an absence. Change from numbered list to a NOTE reminds all who read the policy that a field trip is not counted as an absence.</p>
5	<p>Addition:</p> <p>C. B. UNEXCUSED ABSENCES</p> <p>Absences not excused as defined in the previous section, are considered unexcused.</p> <p><u>1. Examples of absences that are not excused include, but are not limited to:</u></p> <p><u>a) Failure to communicate the reason for absence(s)</u></p> <p><u>b) Family trip that does not include one of the excused reasons listed in this policy.</u></p> <p><u>c) Vacation</u></p>	<p>District Attendance Committee recommendation</p> <p>Aligned with F.S. 1003.26</p> <p>Clarifies types of absences that are not included on the "Excused Absence" list for Broward Schools.</p>

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	<p>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.</p> <p>e) Oversleeping</p> <p>f) Missing the school bus (as routinely scheduled).</p>	<p>"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" (F.S. s. 1003.26).</p>
5	<p>Change: (Unexcused Absences, paragraph 2)</p> <p>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)).</p>	<p>Correction</p>
5	<p>Addition:</p> <p>3. 2. 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(5)(e)).</p>	<p>Clarifying language and correction of scrivener's error.</p>
6	<p>Addition and Removal:</p> <p>D. SUSPENSIONS</p> <p>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)).</p> <p>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.</p> <p>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</p>	<p>District Attendance Committee recommendation</p> <p>Clarifying language.</p> <p>External suspensions are absences that are not counted as excused or unexcused. Additional language explains the "double penalty" problem under #2, second paragraph.</p>

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	<p>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)).</p> <p>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).</p> <p>3. "Alternative to External Suspension," means an alternative to external suspension program (AES) offered to 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.</p>	<p>Removal in #3: Make-up work has been moved to Policy 6000.1.</p>
7	<p>Change: (Parents' Rights and Responsibilities, paragraph 3)</p> <p>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.</p>	<p>District Attendance Committee recommendation</p> <p>Clarifies and restates what is needed for a parent to report a child's excused absence.</p>
7	<p>Change:</p> <p>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)).</p>	<p>Florida Statute update, scrivener's error</p>
8	<p>Addition and Change: (Parents' Rights and Responsibilities, paragraph 5)</p> <p>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</p>	<p>District Attendance Committee recommendation</p> <p>Clarification of Hospital Homebound Services.</p>

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	same reasons , and could benefit from instruction should notify the school and request a copy of the Hospital Homebound Services referral packets.	
8	Change: 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)).	Update Florida Statute citation. Clarifying language.
8	Change: *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. <i>* 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)).</i>	Florida Statute 1000.21(5) Updating language defining parent.
8, 9	Change: (School and District Responsibilities) b. Upon each unexcused absence, the school shall contact the student's parent in a timely manner (F.S. s. 1003.26 (1) (a)). c. If a student has accumulated five days (30 hours) of absences in a marking period or 10 days (60 hours) within two marking periods, the principal/designee shall determine if there may be a pattern of nonattendance. If there is no acceptable documentation, the principal/designee shall refer the student to the Collaborative Problem-Solving Team to determine if early patterns of truancy are developing, and provide appropriate interventions. (F.S. s. 1003.26(1)(b)).	Correction of scrivener's errors
9	Change: 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.	District Attendance Committee recommendation Clarification of Hospital Homebound Services.
9	Change:	Alignment with Florida Statute 1003.26

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	<p>e. If the parent or guardian of a child who has been identified as exhibiting a pattern of non-attendance <u>nonattendance</u> 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. <u>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).</u></p>	<p>Home Education and compulsory attendance. Reflects current practice in BCPS Home Education services based on statutory requirements.</p>
9	<p>Addition:</p> <p><u>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.</u></p>	<p>District Attendance Committee recommendation</p> <p>Florida Statute s. 1003.23 indicates all records shall be submitted promptly. Proposed policy specifies time frame for statutory compliance.</p>
10	<p>Change: (Consequences Related to Truancy)</p> <p>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 <u>F.S. s.</u> 984.12. The staffing committee may file a child-in-need-of-services petition. (F.S. s. <u>1003.267(3)</u>)</p>	<p>Florida Statute citations</p>
10	<p>Removal:</p> <p>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.</p>	<p>Florida Statute update</p> <p>Statute removed no longer references attendance.</p>