



Book	Policy Manual
Section	5000 Students
Title	ATTENDANCE
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5200 - **ATTENDANCE**

The educational program offered by this Corporation is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session. School attendance is the responsibility of parents and students. Absences shall be reported to the school attendance office by the parent or adult student as soon as practicable.

In accordance with statute, the CEO shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Corporation reserves the right to verify such statements and to investigate the cause of each single absence.

In addition, educators have the responsibility to encourage regular attendance of students, maintain accurate attendance records, and follow reporting procedures prescribed by the CEO. Schools will record absent and tardy students in the automated student attendance recordkeeping system.

Provision shall be made for promoting school attendance through adjustment of personal problems, education of parents, and enforcement of the compulsory attendance laws and related child welfare legislation. Accordingly:

- A. absences must be reported to the school by the parent or adult student as soon as practicable; documentation for excused absences must be filed with the school office within three (3) days of the absence or the absence is unexcused.

Failure to report and explain the absence(s) shall result in unexcused absence(s). The final authority for determining acceptability of the reason for the absence(s) shall rest with the principal.

- B. ~~insofar as possible,~~ upon each unexcused absence, or absence for which the reason is unknown, the ~~principal~~ school shall contact the student's parent to determine the reason for the absence;
- C. teachers shall record absentees each period of the school day and report absences, excused and unexcused, as required by the school;
- D. insofar as possible, parents should be contacted each time their child has an unexcused absence or an absence for which the reason is unknown, to prevent the development of patterns of nonattendance;
- E. when a student has at least five (5) ~~unexcused absences,~~ excused or unexcused, ~~or absences for which the reasons are unknown,~~ within a calendar month, or ten (10) ~~unexcused absences,~~ excused or unexcused, ~~or absences for which the reasons are unknown,~~ within a ninety (90) calendar day period, the teacher shall report to the Principal that the child may be exhibiting a pattern of nonattendance. Unless there is clear evidence that the absences are not a pattern of nonattendance, the Principal must refer to the case to the school's child study team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, a meeting with the parent must be scheduled to identify potential remedies. ~~If the initial meeting does not resolve the problem, the child study team will implement interventions set forth in, and act in accordance with, the requirements in F.S. 1003.26.~~
1. If a parent refuses to participate in the remedial strategies determined by the child study team because s/he believes that the strategies are unnecessary or inappropriate, the parent may appeal to the CEO.
 2. If the CEO's final determination is that the strategies of the child study team are appropriate, and the parent still refuses to participate or cooperate, the CEO may seek criminal prosecution for noncompliance with compulsory school attendance.

Each school should also establish procedures to ensure good attendance consistent with this policy.

Make-Up for Absences

For excused absences, the student must contact the teacher on the first day back in order to make arrangements to make up work. Missed work is to be made up on a 1:1 ratio. If the student is absent one (1) day, s/he has one (1) day to make up homework or classwork. If the student is absent two (2) days, s/he has two (2) days to make up missed classwork or homework, and so forth. The teacher or the Principal may grant extensions to the make-up time limit for extenuating circumstances.

For unexcused absences, all work missed must be completed within the same 1:1 timeframe as stated above. The student will receive a grade of no higher than sixty percent (60%) on all work made up during an unexcused absence. All passing grades will be recorded as sixty percent (60%). All earned grades below sixty percent (60%) will be recorded as the earned grade.

For out-of-school suspensions, the student must contact the teacher or check the online site to obtain assignments to complete while suspended. Parent(s)/guardian(s) are responsible for contacting the school to obtain any additional work needed. All work must be turned in to the teacher on the day the student returns to school and will be graded according to the policy for unexcused absences stated above.

Excused Absences

The Corporation considers the following factors to be reasonable excuses for time missed at school:

- A. Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding three (3) consecutive days).
- B. Court appearance of the student.
- C. Medical appointment of the student.

- D. Pregnancy-related issues (see also Policy 5751).
- E. Approved school activity.
- F. Insurmountable conditions. Insurmountable conditions are extreme weather conditions, communicable disease outbreaks, and local conditions determined by the Corporation which, after taking into account the material circumstances, would render impracticable a student's attendance at school. (F.A.C. 6A-1.09513)
- G. Attendance at a center under Children and Families Services supervision.
- H. Religious instruction or religious holiday.
- I. Death in the immediate family.
- J. Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder, including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.
- K. Pre-approved Family Leave
- L. Administrative Leave - Principals may assign administrative leave to a student in an extreme emergency situation for non-disciplinary issues.

Absences not included in excused absences listed above shall be unexcused.

Skippping class is defined by one or more of the following criteria and results in an unexcused absence:

- A. Failure to check out when leaving school before the end of the official school day;
- B. Absent from class without parent(s)/guardian(s) knowledge and/or permission;
- C. Absent from class without teacher knowledge and/or permission.

Family Leave

Although the school does not support students missing school for vacation purposes, any student missing school for vacation must notify the administration in advance and receive approval in order for the absences to be excused.

Family Leave may be approved by the principal if the following criteria are met, regardless the principal has the authority to disapprove leave requests:

- A. Notification has been made in writing using the appropriate form at least two (2) weeks in advance;
- B. Requested Family Leave days do not exceed five (5) days per school year;
- C. The student does not currently have a "D" or "F" in a class
- D. The student does not currently have a 2.0 or lower GPA in core subjects
- E. Requested days do not conflict with semester exams, final exams, or state testing.

Students who fail to meet the criteria in item "C" or "D" above are strongly encouraged not to miss school.

Early Dismissal

Any student leaving school prior to dismissal will have an early dismissal entered to the attendance record which will be considered unexcused. Early dismissals are excused for medical or dental appointments if documentation from the medical or dental office is received within three (3) days of the early dismissal and may be excused for extreme emergencies at the discretion of the principal. Early dismissal from a field trip is only permitted in emergency situations and with prior written consent from the principal.

Tardiness and Late Departure

Tardy is arriving after the official beginning of the school day or a late departure from school after dismissal of the school day.

After the official beginning of the school day, a parent must check in the student in the front office of the school. A student must be inside the classroom prior to the beginning of the official school day. A student who arrives after the beginning of the school day, but within the first fifteen (15) minutes of the beginning of the school day, will be marked as "tardy". Any student arriving fifteen (15) minutes or more after the beginning of the school day, or class period for middle and high school, will be marked with an absence. Students who leave a class more than fifteen (15) minutes prior to the end of that class will be marked with a "Late Absence".

Students must depart school no later than 3:45 p.m. on a school day, unless the student is enrolled or placed in Aftercare or participating in a school-sanctioned extra-curricular activity. If a student is on campus more than twenty-five (25) minutes after dismissal time, then the student will be taken to Aftercare, if Aftercare has the capacity to care for the student. Parents/guardian(s) will be charged the Aftercare drop-in rate. If Aftercare does not have the capacity to care for the student, then the student will be taken to the Administration Office. If a student who has not been placed in Aftercare remains on campus after 3:45 p.m. on a school day, except a student in Aftercare or extra-curricular activity, then the student will be deemed tardy. Students who have been placed in Aftercare drop-in due to late pick-up more than five (5) times in a grading period or who have an unpaid outstanding balance with Aftercare that is more than thirty (30) days past due, shall not be eligible for Aftercare drop-in and shall be taken to the Administration Office for pick-up.

The Principal will determine if the period of "late absence" is considered excused or unexcused. Five (5) tardies are equivalent to one (1) unexcused absence.

Discipline

Any student who fails to attend any regularly scheduled class and has no excuse for absence should be referred to the appropriate administrator. Disciplinary action should include notification to parents or guardians.

The CEO shall develop administrative procedures to carry out this policy.

Habitual Truancy

Whenever any student has a total of fifteen (15) ~~unexcused~~ absences, **excused or unexcused**, from school within ninety (90) calendar days, with or without the knowledge or consent of the parent, s/he will be considered habitually truant. The ~~CEO principal~~ **is** to inform the student and his/her parents of the record of excessive absences as well as the Corporation's intent to notify the Department of Highway Safety and Motor Vehicles, if appropriate. The ~~CEO principal~~ **is** authorized to **recommend withdrawal of the student's invitation to attend to the CEO** ~~file a truancy petition under F.S. 984.151~~ if a student has accrued at least five (5) ~~unexcused~~ absences, **excused or unexcused**, ~~or absences for which the reasons are unknown,~~ within a calendar month or ten (10) ~~or more unexcused~~ absences, **excused or unexcused**, ~~or absences for which the reasons are unknown~~ within a ninety (90) calendar day period ~~or has had more than fifteen (15) unexcused absences in a ninety (90) calendar day period.~~

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