

Florida Atlantic University Schools

Alexander D. Henderson University School
Florida Atlantic University High School

Attendance Policy 2009-2010



Glenn R. Thomas, Assistant Dean,
PK-12 Schools and Educational Programs
Patricia C. Hodge, Ph. D.
Principal/Director

As Approved by the Advisory Body on
June 24, 2009

Introduction

Alexander D. Henderson University School's *Attendance Policy* has been written to comply with the prescribed regulations of Florida state law. The following rules and regulations reflect the intent of the most recent legislation. Please contact the school's administration for more information related to compulsory school attendance.

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

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

Excused Absence

The principal/director, or designee will determine if an absence is excused on the following criteria:

1. Illness of student
2. Major illness of an immediate family member.
3. Medical appointments of the student (A doctor's note may be required).
4. Death in the family.
5. Religious holidays of the student's own faith (pre-approved by the principal or director).
6. Subpoena or forced absence by any law enforcement agency to fulfill civic duties (a copy of the subpoena or court summons is required).
7. Special events. Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must get permission from the principal/director or designee at **least five days ahead of time**.
8. Major disaster that would justify absence.
9. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of five excused days absence for each infestation of head lice.
10. Other planned absences approved in advance by the principal/director or designee.
Approval must be submitted in writing to the front office at least five days prior to the planned absence.

All other absences will be considered unexcused.

Habitual Truant

Section [1003.26, F. S.](#), defines "habitual truant" as "a student who has at least 5 unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period.

Tardies

A tardy is the arrival of any student to school after the 8:00 a.m. bell each school day. All tardy arrivals will be noted on the students' report cards as days "tardy." The classroom teacher will refer any student who accumulates five (5) unexcused tardies in a nine-week period to administration.

The following procedural steps will be taken regarding habitual tardies:

1. Letter to the parents (Possible conference with the principal/director or designee)
2. Child study meeting may be organized
3. Interventions implemented
4. Report made to the Superintendent of the School
5. Filing of a truancy petition pursuant to F.S. 984.151
6. Counseling to return to home school

School Attendance- General Rules

1. Pursuant to Section [1003.21, F. S.](#), all children who are either six years of age, who will be six years old by February 1 of any school year, or who are older than six years of age but who have not attained the age of 16 years must attend school regularly during the entire school term.
2. When a student is continually sick and repeatedly absent from school, the student must be under the supervision of a doctor in order to receive an excuse. A doctor's written statement must confirm that the student's condition requires absence for more than three (3) days.
3. FAUS Students are expected to be in attendance 180 days each school year.
4. Students attending FAUS must be in attendance at least 150 days per school year. Those students who are not in attendance for at least 150 days may not be eligible for promotion at the end of the school year. -
5. The school day is from 8:00 a.m. - 2:30 p.m. (2:45 p.m. for middle school students). Students who arrive at school after the 8:00 a.m. bell are tardy. Parents will need to sign tardy students in at the front office and the student must present an admission slip to the classroom teacher.

Attendance Procedures

Section [1003.23, F. S.](#), requires that the attendance or absence of students in grades PK-12 must be checked on a daily basis during the 180-day school year and its associated summer school. The Principal and the Director are responsible for implementing the following steps to enforce regular school attendance:

1. Homeroom teachers will keep accurate records of student attendance.
 - a. Students are to be marked absent if they are not present at 8:00 a.m. each school day.
 - b. Students arriving to class after 8:00 a.m. will be marked tardy, they must first receive a tardy pass before entering the classroom.
 - c. Any student arriving to school after 8:00 a.m. must be "signed in" by a parent or guardian in the front office.
2. Parents or guardians must report an absent student by telephone before 9:00 a.m. each day unless a child is absent for a prolonged illness and notice from a physician is made available.
 - a. The absence must be reported **each** day the child is not present in school.
 - b. Should an **absence not be reported on** each day the child is not in school, the **absence** will be **considered unexcused**.
 - c. The report must give the date of the absence and the reason. However, a parent's explanation of an absence does not guarantee that the absence will be excused.
3. The school will track excused and unexcused absences and contact the home in case of an absence for which the reason is unknown to determine the reason for the absence.
4. The school will refer specific students to the school child study team to determine if a pattern of non-attendance is developing and, if so, to meet with the parent and student. The child study team is required to implement interventions to resolve the problem.