

CHAPTER 5.00 – STUDENTS

STUDENT ATTENDANCE AND PROCEDURES

5.040*

- 1) A student, who is absent without the principal's approval, shall have his/her parent(s), as defined by Florida Statutes, report such absences to the school center in the manner prescribed by the *Code of Student Conduct*.
 - a) *The Code of Student Conduct* shall prescribe attendance requirements including, but not limited to, provisions for excused and unexcused absences, opportunities to make up work assignments, and reporting absences.
 - b) Students shall be excused from any examination, study, or work assignments for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time. The school principal shall implement this provision on an individual basis pursuant to Florida Statutes, and State Board of Education Rule.
 - c) No adverse or prejudicial effects shall result to any student, who avails himself/herself to the provisions of this rule.
- 2) Student absences must be tracked on a daily basis and parents contacted as required by law.
- 3) A person, designated by the Superintendent or his/her designee, shall investigate truancy problems.
- 4) The recording of student attendance for the purpose of administering the full-time equivalent program and other state purposes shall be as herein prescribed.
 - a) The presence or absence of each student shall be determined each morning at the beginning of the school day. Any student, who is subsequently present, shall be recorded tardy. It shall be the duty of the principal to notify the teacher when a student reports to school after the attendance check has been made. All tardy and absent students shall be recorded in the Automated Student Information System. The attendance register shall be kept at the school at all times. No alternate system for recording student attendance may be used, except as provided in State Board of Education Rules and authorization by the School Board.
 - b) Attendance may be counted only if the student is actually present at school or away from school on a school day under the supervision of a member of the instructional staff and is engaged in an educational activity, which constitutes a part of the school approved educational program for the student in accordance with provisions in the Student Progression Plan.
 - c) Under no conditions shall the student be required or permitted to answer roll call and then be excused from school attendance as a means of circumventing the

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law and rules. Any falsification of attendance records shall be deemed as grounds for seeking the revocation of the teaching certificate as provided by law.

- d) Attendance of all students for at least 180 days of instruction or the equivalent as provided by law and rules of the State Board shall be required except for absences due to illness or as otherwise provided by law and the Baker District attendance policy. All students enrolled in the school shall be required to be regular in attendance.
- e) The Automated Student Information System, or the approved alternate, shall be retained at the school center until the close of the school year and shall then be transmitted by the principal to the district office.
- f) The Automated Student Information System may not be destroyed, except upon the authorization of the School Board as provided in Section 6A-1.044, State Board of Education Rules.
- g) The principal shall be responsible for the administration of all laws, State Board of Education Rules, and School Board Rules pertaining to student attendance. He/she shall assure that all teachers and clerks are instructed in the proper recording of attendance and shall make such checks as may be necessary to determine that instructions are followed. He/she will inspect and determine the accuracy of the Automated Student Information System for each grading period during the school year. In addition, the principal shall ascertain the accuracy of the system during the summer school session and during each of the FTE surveys. If an alternate system of attendance is used, the principal shall inspect for accuracy the record, which replaced the teacher's attendance sheets/roll books. The principal shall sign all attendance reports and his/her signature shall be deemed to certify that all records have been kept as prescribed by law and rules. Any attendance report containing any material inaccuracies resulting from negligence of the principal shall be considered a false report for which the principal shall be subject to penalties as provided by law.
- h) Children within the compulsory attendance age limits, who hold valid certificates of exemption, which 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. Children, entitled to such certificates and the conditions upon which they may be issued, are as follows:
 - 1. Physical mental disability – Any child, whose physical, mental or emotional condition is such as to prevent his/her successful participation in regular or special education programs for exceptional children as described in Section 1003.21(3), Florida Statutes.

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2. Employment exemption – Children, who have reached fourteen (14) years of age, who hold employment certificates and are employed under provisions of the Child Labor Law.
3. Judicial exemptions – Upon the recommendation of a circuit judge and the agreement of the Superintendent, any child within the compulsory attendance age limit may be granted a certificate of exemption.
4. All procedures concerning student attendance shall follow the guidelines regarding this subject as established in the District's *Code of Student Conduct*, which by reference becomes a part of this policy.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAWS IMPLEMENTED:

**985.03, 1000.21, 1001.43, 1003.21,
1003.23, 1003.24, 1003.26, F.S.**

STATE BOARD RULE:

6A-1.044, 6A-1.09514

HISTORY:

**ADOPTED:
REVISION DATE(S): 1/89, 1/90, 11/91, 11/95, 04/05/04, 01/02/07
FORMERLY: 4.03, 5.24, 4.06, 4.10**