

## **2200 –North County Charter School Attendance Policy**

### **A. Philosophy**

The classroom experience is of unique value and it cannot be duplicated by make-up work. Student interaction and the development of ideas through discussion are lost when a student is absent. A student's enrollment in a course is his/her commitment to attend all class sessions. Therefore, it is the intent of this policy to disallow students from being absent from class unless a situation exists which makes their absence absolutely necessary.

### **B. Purpose**

The purpose of this attendance policy is to foster responsibility and reliability on the part of NCCS students to attend all classes. Students will acknowledge greater emphasis on attendance at school because success in their classes will be contingent upon their presence.

Florida Statutes § 1003.21 mandates that all students are required to attend school and sets forth specific requirements for the school. Parents and students can be held legally accountable for truancy.

### **C. Truancy Consequences**

If a student has at least five (5) unexcused absences within a calendar month, or ten (10) unexcused days out in the last ninety (90) days, the office will draft appropriate letters to be sent to the parent/guardian. For the purposes of satisfying the requirements of § 1003.26, Florida Statutes, the names of these students will be brought up to the school's MTSS Team. The team will meet with the parent to identify potential remedies. Such remedies may include the following pursuant to Florida Statutes:

1. Frequent attempts at communication between the teacher and the family.
2. Attendance contract.
3. Discussions with administration regarding violation of the parent/student agreement to attend the school (from the enrolment packet).

The MTSS team may also, but is not required to, implement other interventions that include referral to other agencies for family services or changes to the learning environment. Additionally, legal authorities will be notified if the problem is not corrected. When a truancy circumstance reaches this point, the Principal will consider dismissal with recommendation for the student to attend their zoned school within the district.

If the parent/guardian refuses or is unable to cause a change in their child's attendance pattern, and this results in the Principal's recommendation for removal, the parent/guardian may appeal to the NCCS Board of Directors in accordance with the Board's student dismissal policy.

### **D. Absences**

#### **Excused Absences**

Excused absences include:

1. An illness of the student of two (2) or less days needs to be documented by a parent note or a documented medical/dental appointment.

2. Mental health counseling for the student. A note on business stationery from the mental health facility or personnel may be required by the principal.
3. Major illness in the family. (If illness persists for three or more consecutive days, or requires numerous nonconsecutive absences, a doctor's note may be required, as requested by the principal).
4. Death in the immediate family of the student. A student's immediate family includes biological parents, grandparents, siblings, or adults and siblings from an immediate extended family unit, at the principal's discretion.
5. An observance of an established religious holiday or for prearranged religious instruction as defined in F.S. 1003.21 (documentation of the religious affiliation of the student may be required by school officials).
6. Religious institutes, conferences, or workshops (only two days allowed if the request is signed by a parent and given to the school at least forty-eight (48) hours before the absence).
7. Subpoena or forced absence by any law enforcement agency. A copy of the subpoena or summons will be given to the school's principal (or designee). This includes detention at a juvenile center in which the student continues his/her education.
8. A major disaster, as decided by the administration.
9. Other approved student activities associated with the school's programs or clubs.

The student's parent or legal guardian shall make a call, write a note, or use the absence form on the schools app when a student will be absent.

#### **Further Clarification of Excused Absences**

Brief illness, appointments, and family business are considered excused absences for purposes of meeting attendance policy requirements, but must be documented by written notes from parents. All notes can be sent to school with the student on the first day returning to school or scanned, emailed or sent via the school's form on the school's app. Normally

#### **Unexcused Absences**

Unexcused absences shall include, but not be limited to out-of-school suspensions, vacations, truancy, class cutting, and tardies to school of ten (10) minutes or more. Normally, if a family is planning a trip requiring students to miss school for multiple days, they should discuss the situation in advance with the Principal or the Assistant Principal, and the absences will be considered unexcused, but "explained."

### **E. Attendance Procedures**

#### **Make-up Work**

Students are to be provided one (1) school day for each school day absent to make-up work missed without academic penalty. It is the responsibility of the student to arrange for such make-up work. Work not made up within the specified time period will receive a failing grade. The Principal may extend the time for make-up work when in his/her judgment extenuating circumstances justify such extension. However, long-term assignments given before the student is absent are expected to be turned in on the date the student returns to school. These provisions shall apply to all grade levels.

#### **Tardiness/Early Dismissal**

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program at NCCS. The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

A student is tardy when the student arrives after the beginning of the school day when the front access gate is closed, or when the student is not inside the assigned room of a class at the time the class is scheduled to start.

It is required that the school be notified in advance of such absences by request of the student's parent, which shall state the reason for the tardiness or early dismissal. A student's tardiness to school or early dismissal from school shall be excused at the discretion of the principal or designee.

### **Classroom Activities**

Classroom activities are of unique value and cannot be duplicated by make-up work. Student interaction and the development of ideas through discussion are lost when a student is absent. A student's enrollment in a school is a commitment to attend school each day. Therefore, it is the intent of this rule to encourage students to be present daily in school unless a situation exists which makes their absence absolutely necessary.

### **Responsibilities**

Further, it is incumbent on the school to provide a meaningful and relevant program with appropriate incentives to promote student commitment to education and attendance. In addition, educators have the responsibility to encourage regular attendance of students, maintain accurate attendance records, and follow reporting procedures prescribed by the principal. The academy will record absent and tardy students in the automated student attendance record-keeping system.

School attendance shall be the responsibility of parents and students. All students are expected to attend school regularly and to be on time to school, and for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility in accordance with the NCCS Mission and Purpose.

Adopted:

Amended: