



Constant Improvement

# Monroe County School District

## Attendance Policy

**Attendance Requirements:** Each parent and legal guardian of a child within the compulsory attendance age is responsible for the child's school attendance as required by law [Florida Statute §1003.21]. All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

### Excused Absences:

Parents must report the absence the day before, the day of, or **within two school days** following the absence or the absence will be considered **unexcused**.

- Illness or Injury of Student
- Religious Instruction/Holidays of the Student's Own Faith (3 days notification required)
- *Prearranged* Doctor/Dentist Appointment
- Attendance at Student's IEP Meeting
- *Documented* Court/Legal Appearances
- Death in the Immediate Family (no more than 7 days)
- Placement at the FL Keys Children's Shelter
- With Written Permission of the Principal
- Special Event Approved by the Principal
- Communicable Disease/Infestation

**\*\*Parent/Guardian notification of an absence does not in-and-itself require the school administration to record the absence as excused\*\***

### Tardy Policies

- Tardy students must be signed-in at the Main Office.
- Elementary students must *not* be dropped off. Parents must walk students in to the Main Office.
- **Excused Tardies:** illness; medical/dental appts; automobile accident; death or funeral; emergency situations acceptable to the principal; required court appearance; established religion observance; severe weather; and breakdown of school bus.
- **Unexcused Tardies:** car problems (e.g., flat tire, no gas, car won't start, etc.); heavy traffic; overslept; returned for forgotten items; and non-educational appts.
- Excessive tardies may result in revocation of choice hardship.

### Unexcused Absences:

- Absences not defined in the excused absence section.
- Absences not documented within two school days.
- Examples include but are not limited to: shopping trips; family vacations/trips; activities that should be conducted outside of the school day (e.g., hair/nail appts, sleeping, doing homework, DMV business, dance lessons); non-school events/programs/sporting activities; and activities more related to parental responsibilities (e.g., babysitting or providing transportation).
- Any unexcused absence will result in a grade penalty for work missed.

### Special Guidelines:

- Students leaving early must check out through the Main Office.
- Students have 2 days for each day missed to make up class work upon return to school from an absence.
- After 3 consecutive absences, the teacher determines the due date for make-up work.
- Students are responsible for meeting due dates set prior to an absence (e.g., tests, projects, etc).
- High School: more than 6 missed class periods requires a passing grade on the semester exam to receive course credit towards graduation.
- Middle School: students who miss more than 90% of class time (e.g., 40 days of a 45 day marking period) must demonstrate mastery in order to earn a passing grade in a marking period for a course.
- Students will be referred to the Child Study Team after 5 unexcused absences within a calendar month or 10 unexcused absences within 90 calendar days.
- More than six absences per semester are considered excessive.
- Habitual Truant is defined by law as a student who has 15 unexcused absences within 90 calendar days.
- Truancy Petitions can be filed with the Circuit Court pursuant to §1003.26
- Truant minor students will either have their learner's/driver's license suspended or will not be able to receive a learner's license. §322.091

For more Attendance Policy information please refer to:

- the MCSD Student Progression Plan
- the MCSD Student Handbook
- the school's Student Handbook/Planner
- Florida Statute 1003.21-26