

## ATTENDANCE POLICY

A student's presence in class is required to maximize the attachment of instructional objectives. The parent of the child of compulsory school age is responsible for the child's daily attendance (F.S 1003.24). School staff, parents, students, and appropriate state agencies are expected to work together to ensure that laws are obeyed including, but not limited to, referral to the state designated agency for possible court action for extended absence or truancy (F.S 1003.27).

**ABSENCES:** Your child must be in school every day as mandated by state law. When students are absent from school, parents must email the school at [attendance-cc@franklin-academy.org](mailto:attendance-cc@franklin-academy.org) to report their child's absence. Parents **MUST** report these absences within two (2) days to excuse the absence. Failure to do so will result in the absence being marked unexcused.

The attendance clerk or school guidance counselor will contact the parent regarding excessive absences (5 or more unexcused absences in a calendar month or 10 or more unexcused absences during a 90 day period) via phone conference, email, teacher/parent conference, or letter. Excessive early dismissals will also result in a parental contact.

If unexcused absences continue to exceed specified days then the case will be referred to the school's assigned social worker. If absences continue after referral and visit by social worker, the case will be referred to the State Attorney's Office per School Board Policy.

Students must be in school unless the absence has been permitted or excused for one of the following reasons (please note that vacations are considered unexcused absences):

- Illness of student
- Illness of an immediate family member
- Death in the family
- Religious holidays of the student's specific faith
- Required court appearance or subpoena by a law enforcement agency
- Special event (public functions, competitions, exceptional cases of family need )
- Scheduled medical or dental appointments
- Students who have, or are suspected of having a communicable disease

Students who have ten (10) or more unexcused absences within a 90 calendar day period risk the possibility of retention and not being invited back the following school year.