

Office of the General Counsel
Walter J. Harvey, General Counsel

SUBJECT: **FINAL READING: PROPOSED REPEAL AND REPLACEMENT OF SCHOOL BOARD POLICY 5200, ATTENDANCE, AND AMENDMENTS TO POLICIES 5112, ENTRANCE REQUIREMENTS, AND 5130, WITHDRAWAL FROM SCHOOL**

COMMITTEE: **ACADEMICS, INNOVATION, EVALUATION & TECHNOLOGY**

LINK TO STRATEGIC PLAN: **SAFE, HEALTHY, AND SUPPORTIVE LEARNING ENVIRONMENT**

Consistent with the Board's responsibility to periodically review and update its policies, authorization is requested to repeal and replace Policy 5200, *Attendance*, and to amend Policies 5112, *Entrance Requirements*, and 5130, *Withdrawal from School*. These policies are being revised for clarity, increased ease of reference, and to remove repeated paragraphs and references to outdated procedures. The major, substantive provisions of each policy have largely been left intact, except as provided below.

Policy 5200, *Attendance*, is proposed for repeal and replacement to better delineate how the Board defines school and class attendance, what constitutes an excused or unexcused school or class absence and tardies, and how the District addresses excessive absences and truancies. The replacement policy also adds specific references to existing statutory and State Board rule provisions, including F.S. 984.12, which requires referring students whose attendance cannot be remedied to a Department of Children and Families case staffing committee, and State Board rule 6A-1.09514, which makes absences excusable due to insurmountable conditions. The replacement policy would additionally remove sections that are either already stated in other policies (e.g., the "Access to Student Records" section, which is found in Policy 8330) or that would be better placed in other policies (e.g., the sections on the "Emergency Student Data Form" and "Legal Names of Students," which would be moved to Policy 5112 as part of this item).

Policy 5112, *Entrance Requirements*, is proposed for amendment to incorporate the sections on the emergency student data form and students' legal names currently found in Policy 5200. A provision in this policy governing student withdrawals is also being moved to Policy 5130, *Withdrawal from School*. Policy 5112 is additionally proposed for amendment to remove the requirement that parents report in person to enroll their children in school, and to clarify that children registering in the District for the first time are considered "enrolled and in attendance" only when they first report to school in person. The amended policy would also add references to State Board rule 6A-1.0985(3), which requires that certain documentation be submitted when a kindergarten or first-grade student transfers from an out-of-state public or private school. Lastly, the policy would be amended to add that a new District form may be submitted when a student

is being enrolled by someone exercising supervisory authority over the student in place of the student's parent. The Board's policy on student registration and the emergency student data form—refined in 2022 after a thorough overview conducted with internal and external stakeholders and family court judges—otherwise remains the same.

Policy 5130, *Withdrawal from School*, is proposed for amendment to incorporate provisions on parent and student withdrawals currently found in Policy 5112, as noted above. The policy is further proposed for amendment to better align with § 1003.21, Florida Statutes. Moreover, pursuant to Florida Senate Bill 7032 (2024), the policy would be amended to require that certified school counselors or other school personnel inform withdrawing students of the availability of the Graduation Alternative to Traditional Education (GATE) Program.

The Notice of Intended Action was published in the Miami Herald on September 16, 2024, and posted in various places for public information and mailed to various organizations representing persons affected by the adopted and amended Board policies and individuals requesting notification. The time to request a hearing or protest the adoption and amendment of these policies has elapsed.

This replacement policy and policy amendments were drafted in collaboration with, and reviewed by, the Superintendent, Cabinet, and District staff. The Notice of Intended Action and proposed policies with strikethroughs and underlines are attached.

RECOMMENDED:

That The School Board of Miami-Dade County, Florida, repeal and replace Policy 5200, *Attendance*, and amend Policies 5112, *Entrance Requirements*, and 5130, *Withdrawal from School*, and authorize the Superintendent to file the policies with The School Board of Miami-Dade County, Florida, to be effective October 16, 2024.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on September 11, 2024, its intention to repeal and replace Policy 5200, *Attendance*, and to amend Policies 5112, *Entrance Requirements*, and 5130, *Withdrawal from School*, at its meeting of October 16, 2024.

PURPOSE AND EFFECT: Policy 5200, *Attendance*, is proposed for repeal and replacement, and Policies 5112, *Entrance Requirements*, and 5130, *Withdrawal from School*, are proposed for amendment, to clarify and/or move certain provisions for better ease of reference. Policy 5200 is proposed to be reformatted, and specific information is being added to each policy for better ease of reference. A reference to the Graduation Alternative to Traditional Education (GATE) Program is also being added to Policy 5130 pursuant to Florida Senate Bill 7032 (2024)

SUMMARY: Policy 5200, *Attendance*, is proposed for repeal and replacement to better delineate how the Board defines school and class attendance, what constitutes an excused or unexcused school or class absence and tardies, and how the District addresses excessive absences and trancies. The replacement policy also adds specific references to existing statutory and State Board rule provisions and would remove sections that are either already stated in other policies or that would be better placed in other polices. Policy 5112, *Entrance Requirements*, is proposed for amendment to include sections being moved from Policy 5200 and to add a reference to a new District form that will be used in cases where a student is being enrolled by someone exercising supervisory authority over the student in place of the student's parent. Policy 5130, *Withdrawal from School*, is proposed for amendment to include provisions currently found in Policy 5112 and to add the requirement of S.B. 7032 that certified school counselors or other school personnel inform withdrawing students of the availability of the Graduation Alternative to Traditional Education (GATE) Program.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: Fla. Stat. ss. 1001.41(1), (2); 1001.42(8); 1001.43(1).

LAWS IMPLEMENTED INTERPRETED OR MADE SPECIFIC: Fla. Stat. ss. 984.12, 984.151, 1001.42(8), 1002.20, 1002.22, 1003.02(1), 1003.21, 1003.24, 1003.26, 1003.27; Fla. Admin. Code rr. 6A-1.09514, 6A-1.0985(3).

IF REQUESTED, A HEARING WILL BE HELD DURING SCHOOL BOARD MEETING OF October 16, 2024, which begins at 1:00 p.m., in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided in Section 120.54(1), F.S., must do so in writing by October 8, 2024, to the Superintendent, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by the School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes)

COPIES OF THE PROPOSED AMENDED POLICY are available at cost to the public for inspection and copying in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

5200 - **ATTENDANCE**

Parents and students are responsible for attendance which shall be required of all students during the days and hours that the school is in session.

I. Reporting Absences to School

Absences shall be reported to the school attendance office by the parent or adult student as soon as practicable. The Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The District reserves the right to verify such statements and to investigate the cause of each single absence.

Educators shall encourage regular attendance of students, maintain accurate attendance records, and follow reporting procedures prescribed by the Superintendent.

Accordingly:

- A. if the parent who has legal custody of a student requests that no one else be permitted to confer with the child at school the principal and/or teacher is required to honor this request;
- B. students are not to be taken out of their regular classes to prepare for programs other than school-sponsored activities;
- C. when a student has been absent three (3) consecutive days and the school has been unable to ascertain the reason for the absences, the absences shall be investigated by the school principal or at any other time if deemed necessary;
- D. the parent or adult student shall report absences to the school as soon as practicable. Failure to report and explain the absence(s) shall result in unexcused absence(s). The principal shall have the final authority for determining acceptability of the reason for the absence(s).

Each school should establish procedures to ensure good attendance. A student, who is absent more than nine (9) days within a semester or more than four (4) days for schools on a block schedule, will not receive a passing grade for the semester unless:

- A. medical evidence is presented to the principal in writing justifying a specific number of days absence, absences are for approved school activities, or absences are approved by the Principal, and

- B. the student demonstrates mastery of the student performance standards in the course(s) as identified in curriculum guides and/or adopted textbooks.

If the absences are excused, all educational requirements for the course shall be met before a passing grade and/or credit is assigned. The student shall have a reasonable amount of time, up to three (3) school days, to complete make-up work for excused absences. Principals may grant extensions to the make-up time limit for extenuating circumstances. Regarding make-up of the work missed as a result of unexcused absences, each principal shall establish site-specific policies that encourage both regular attendance and high academic achievement, and shall review and modify these policies from time-to-time as required to maintain and improve their effectiveness.

II. **Attendance Defined**

- A. **School Attendance** - Students are to be counted in attendance only if they are actually present for at least two (2) hours of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.
- B. **Class Attendance** - Students are to be counted in attendance if they are physically present in class for at least half of the class period, have been excused by the teacher on a class-related assignment, or have been requested by a member of the school support staff for an approved school activity.
- C. **Tardiness** - A student is considered tardy if they are not present at the moment the school bell rings for the class assigned. NOTE: If a student is not present when attendance is taken but is present later in the school day, that student must be considered in attendance, but tardy, and the absence should be changed. A student who is tardy should never remain on record as being absent.
- D. **Early Sign-outs** - No student shall be released within the final thirty (30) minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness).

Each student who is scheduled at a school center for instructional purposes for a partial day, and at an area vocational-technical center, a vocational school or a community college for a partial day shall, if present at the school center, be reported as present one-half day.

Reasonable excuses for time missed at school:

- A. Personal illness of the student (medical evidence may be required by the Principal for absences exceeding five (5) consecutive days). The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, s/he must be under the supervision of a health care provider in order to receive excused absences from school.
- B. Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.
- C. Absence due to a medical appointment requires a written statement from a health care provider indicating the date and time of the appointment and submitted to the Principal.
- D. An approved school activity (absences recorded but not reported).
- E. Other absences with prior approval of the Principal.
- F. Attendance at a center under Department of Children and Families supervision.
- G. Significant community events with prior permission of the Principal. When more than one (1) school is involved, the Region Superintendent will determine the status of the absence.
- H. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service should be observed.
- I. Death in the immediate family.
- J. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal. The student must receive advance written permission from the Principal. Examples of special events include: public functions, conferences, and regional, State, and national competitions.
- K. Outdoor suspension.
- L. Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.

M. Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal, requires documentation related to the condition.

Unexcused absences include absences due to:

- A. vacations, personal services, local non-school event, program, or sporting activity;
- B. older students providing day care services for siblings;
- C. illness of others;
- D. non-compliance with immunization requirements (unless lawfully exempted).

Absences not included in excused absences listed above shall be unexcused. Any student who has been absent from school will be marked unexcused absent until s/he submits the required documentation. Failure to provide required documentation within three (3) school days upon the return to school will result in an unexcused absence. Unexcused absences do not require that the teacher provide make-up work for the student.

A student accumulating ten (10) or more class unexcused absences in an annual course or five (5) or more class unexcused absences in a designated semester course may have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee.

Unexcused absences shall not be grounds for suspension from school but may result in detention or placement in existing alternative programs.

Any student who fails to attend any regularly scheduled class and has no excuse for absence should be referred to the appropriate administrator. Disciplinary action should include notification to parents or guardians. Chronic truancy or deliberate nonattendance in excess of fifteen (15) school days within a ninety (90) calendar day period shall be sufficient grounds for withdrawal of students sixteen (16) years of age or older, who are subject to compulsory school attendance under F.S. 1003.21.

The Superintendent shall develop administrative procedures that:

- A. ensure proper procedures are established so the student and his/her parents are provided the opportunity to challenge the attendance record prior to notification and that such notification complies with applicable Board policies;
- B. ensure a school session which is in conformity with the requirements of the rules of the State Board;
- C. govern the keeping of attendance records according to State Board rules;
- D. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- E. ensure that students whose absence has been excused have an opportunity to make up work they missed and receive credit for the work, if completed;
- F. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 or other appropriate accommodation.

The regulations should provide that a student's grade in any course is based on performance in the instructional setting and is not reduced for reasons of conduct. If students violate the attendance or other rules of the school, they should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the students can demonstrate they have learned.

III. **Access to Student Records**

Pursuant to Policy 8330, *Student Records*, the District presumes that an eligible student or either parent of the student has the right to inspect, review, and receive copies of the education records of the student or eligible student unless the Board, its staff, or the individual school has been provided a legally binding instrument or court order that expressly revokes those rights.

If a parent's name is not listed on the birth certificate, the parent must provide a court order/legally binding instrument evidencing parentage or guardianship, to be listed as a parent in the District's student information system.

IV. **Attendance Records and Reports Required**

All officials, teachers, and other employees shall keep all records and shall prepare and submit promptly all reports that may be required by law, State rules, and District policies. These records shall include a register of enrollment and attendance and all persons named shall make reports. The enrollment register shall show the absence or attendance of each child enrolled for each school day of the year in a manner prescribed by the State Board. The register shall be open for inspection by the Superintendent. Violations of this section shall be a misdemeanor of the second degree, punishable as provided by law.

V. **Falsification of Attendance Records - Penalty**

The presentation of reasonable and satisfactory proof that any teacher, principal, any other school personnel or school officer, has falsified or caused to be falsified attendance records for which they are responsible shall be sufficient grounds for the revocation of his/her teaching certificate by the Department of Education, or for dismissal or removal from office.

The principal shall require:

- A. attendance/tardiness is taken and recorded by authorized persons at a designated time every official school day;
- B. a review of classes that have excessive absences in order to determine if the quality of instruction is a factor in the failure of students to attend class on a regular basis;
- C. an authorized person(s) to determine the status of each absence/tardiness;
- D. parents be notified each time their child is absent from school possible;
- E. the steps outlined in F.S. 1003.26 regarding regular school attendance are implemented;
- F. an Attendance Review Committee is established at the school;
- G. consideration of appeals made by students and/or parents regarding recommendations of the Attendance Review Committee.

The teacher shall:

- A. encourage school and class attendance with challenging and rigorous instruction and curriculum and by demonstrating an interest in the welfare of students;
- B. take attendance during homeroom and whenever students change instructors in elementary schools and take attendance each period of the school day in secondary schools, and report absences as required by the school;
- C. at the request of the student or parent, provide make-up assignments for excused absences/tardinesses.

The student shall:

- A. attend classes 180 days each school year;
- B. request the make-up assignments for all excused absences/tardinesses from teachers upon return to school or class within three (3) days;

It should be noted that all classwork, due to the nature of instruction, is not readily subject to make-up work.

- C. complete the make-up assignments for classes missed within the equivalent number of days absent;

Failure to make up all assignments will result in a lower assessment of the student's academic and/or effort grade.

- D. be reported as present for the school day in order to participate in athletic and extra-curricular activities.

The parent shall:

- A. be responsible for their child's school attendance as required by law and stress the importance of regular and punctual school attendance with their child;
- B. report and explain an absence or tardiness to the school;
- C. ensure that the child has requested and completes make-up assignments for all excused absences/tardinesses from the teachers upon return to school or class;

- D. appear before the Attendance Review Committee at the scheduled time to provide information relating to their child's absences and to support prescribed activities.

VI. **Truancy**

If a child does not comply with efforts to enforce school attendance, the Superintendent may file a truancy petition. Any student who has a total of fifteen (15) days of unexcused absence from school within a ninety (90) calendar day period will be considered habitually absent. The Superintendent shall inform the student and parents of the record of excessive absences as well as the District's intent to notify the Department of Highway Safety and Motor Vehicles.

If a student has had at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reasons are unknown, within a ninety (90) calendar day period, the student's primary teacher shall report to the school principal or his/her designee that the student may be exhibiting a pattern of nonattendance. The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled with the child study team to identify potential remedies.

If an initial meeting does not resolve the problem, the child study team shall implement the following:

- A. frequent attempts at communication between the teacher and the family;
- B. evaluation for alternative education programs;
- C. attendance contracts.

VII. Emergency Student Data Form

The registrar/attendance clerk is responsible for all student assignment and student accounting procedures during the school year. At the end of the first day, each homeroom teacher will submit to the main office the corrected and alphabetized sets of Emergency Student Data Forms. After the first day of school, all new enrollees must register in the main office and have on file an Emergency Student Data Form completed with truthful and accurate information. The school shall abide by information provided by the registering parent who must sign the Emergency Student Data Form with regard to pick-up and withdrawal of the student from school. Any person verified as a parent in the District's Student Information System is presumed to be authorized to pick up the student unless otherwise indicated. Anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty is guilty of a second-degree misdemeanor under F.S. 837.06. In addition, anyone who knowingly makes a false verified declaration is guilty of perjury, a third-degree felony under F.S. 92.525. The registrar/attendance clerk will also be notified of any transfer or withdrawal so that the files may be purged as changes occur. In addition, changes of address must be reflected on student records.

Where parents are unmarried, divorced or separated, the parent who enrolled the student is responsible for completing the Emergency Student Data Form with truthful and accurate information that is consistent with the most recent court order governing their divorce, separation, or custody matters. Any parent contesting the information on the Emergency Student Data Form may seek assistance from the court governing their divorce, separation, or custody matters to compel the enrolling parent to revise the information on the form. School staff shall provide such persons with the website for the Family Court Self-Help Program at <http://www.jud11.flcourts.org/Family-Court-Self-Help-Program>.

VIII. Legal Names of Students

When a student is enrolled, the school shall abide by the information provided by the registering parent and will enroll the student using the legal name provided at the time of registration. Requests from a parent to change a child's legal name requires a court order effectuating the change in legal name. Parents may alternatively submit a signed Consent to Deviate From Legal Name form to have an alternate or assumed name accompany their child's legal name on DSIS and on certain school documents. When a parent submits this request, their child's official school records may list both the legal name and assumed name of the student.

IX. **Principal's Report on Attendance**

The dates to be covered by the Principal's Report on Attendance are announced annually by the Federal and State Compliance Office. Reports are to be certified on-line by the principal by the fifth working day after the close of a reporting period. Attendance reports shall be accurate and current according to the State-approved recording and reporting system.

X. **Full-Time Equivalent (FTE) Surveys**

During each of several school weeks during the fiscal year, a program membership survey of each school shall be made by aggregating the full-time equivalent student membership of each program by school. The District's full-time equivalent (FTE) membership shall be computed and currently maintained according to rules of the State Department of Education. Instructions will be distributed by the Federal and State Compliance Office prior to each survey. These surveys are the basis of State monies forwarded to the District according to prescribed cost factors and base funds under the Florida Education Finance Program. For FTE Surveys 2 and 3, FTE will be prorated and allocated to schools based on student enrollment/attendance.

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Revised 4.15.2015

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Revised 10.19.2022

Revised 10.10.2023

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Legal References:

F.S. 61.13(2)

F.S. 984.151

F.S. 1002.20

F.S. 1003.02

F.S. 1003.21

F.S. 1003.23

F.S. 1003.24

F.S. 1003.26

F.S. 1003.27

F.A.C. 6A-1.044, Pupil Attendance Records

F.A.C. 6A-1.09512, Equivalent Minimum School Term for Compulsory Attendance Purposes

F.A.C. 6A-1.09513, Parents' Responsibility for School Attendance

F.A.C. 6A-1.09514, Excused Absences for Religious Instruction or Holiday

Adoption Date: 05.11.2011



Book	Policy Manual
Section	October 16, 2024 - <u>Final</u> Reading
Title	ATTENDANCE
Code	5200
Status	<u>Final</u> Reading

5200 - **ATTENDANCE**

Parents and students are responsible for attendance, which shall be required of all students of compulsory school age during the days and hours that school is in session. Schools shall encourage regular attendance of students, maintain accurate attendance records, and follow the reporting procedures prescribed by the Superintendent.

I. **Attendance Defined**

- A. A student is in school attendance for a full school day if the student is actually present for at least two (2) hours of the school day, is engaged in an approved, school-sponsored educational activity which constitutes a part of the instructional program for the student, or is participating in pre-approved extra-curricular activities.
- B. A student who reports to a school center for instructional purposes for a partial day, or to an area vocational-technical center, a vocational school or a community college for a partial day, is in school attendance only for the appropriate portion of the day at each center (e.g., half day).
- C. A student is in class attendance if the student is physically present in class for at least half of the class period, has been excused by the teacher to perform a class-related assignment, or has been requested by a school staff member to participate in an approved school activity during the class period.
- D. A student is tardy if the student is not present when school begins, or when the school bell rings for class to begin, but then reports at some point during the school day or class period. A student who is tardy must

not be marked absent if the student reports to school as provided in section I.A., above.

- E. A student is considered excessively absent when the student is subject to compulsory school attendance and has had at least five (5) unexcused absences, or absences for which the reasons are unknown, within one (1) calendar month; or ten (10) unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period.
- F. A student is considered truant when the student is subject to compulsory school attendance and, with or without the knowledge or consent of the parent, has had more than fifteen (15) unexcused absences in a 90-calendar-day period.
- G. A student is considered habitually truant when the student becomes truant, as defined in section I.F., above, and fails to comply with the interventions assigned by the Attendance Review Committee.

II. **Excused Absences and Tardies**

- A. Reasonable excuses for school or class absences and tardies are as follows:

- 1. Personal illness or injury of the student:

- An absence or tardy due to a student's personal illness or injury will be excused if the student provides documentation explaining the absence or tardy.

- If a student is absent due to an illness or injury for more than five (5) consecutive days, a written statement from a licensed practicing physician must be submitted to the school. The written statement must include all the days the student has been absent due to the illness or injury.

- If a student is continually sick and repeatedly absent from school due to a specific medical condition, the student must be under the supervision of a health care provider for the absences to be excused.

- 2. Medical appointments:

- An absence due to a medical appointment will be excused if the parent or student secures and submits to the school a written statement from a health care provider indicating the date and time of the appointment. Excused absences to attend medical appointments include, but are not limited to, absences to attend appointments for therapy services provided by licensed health care practitioners or certified behavior analysts.

3. Pre-approved non-school sponsored activities and events

Absences to attend activities or events that are not school-sponsored (including but not limited to public functions, conferences, and regional, state, and national competitions) will be excused if prior permission to attend the activity or event is given by the principal in writing. When more than one (1) school is involved in the activity or event, prior permission must be granted by each principal and Region Superintendent involved.

4. Court and Department of Children and Families (DCF) center appearances

Absences to appear in court or to testify in proceedings will be excused if the student's appearance is pursuant to a subpoena or if it is otherwise mandatory for the student to attend the proceeding. Absences to appear at centers under the supervision of the DCF will also be excused.

5. Outdoor suspensions

Absences due to outdoor suspension will be excused.

6. Private matters and religious observances

Absences due to a death in the immediate family will be excused.

Absences for religious holidays or services when it is mandated for all members of a faith that such a holiday or service should be observed, and absences to participate in religious instruction, will be excused in accordance with State Board rule F.A.C. 6A-1.09514, Policy 5223, *Absences for Religious Instruction*, and Policy 5225, *Absences for Religious Holidays*.

- B. Absences other than those listed above and absences due to insurmountable conditions, as defined in F.A.C. 6A-1.09513, can also be excused subject to the principal's approval and may require the submission of supporting documentation. All such absences not approved by the principal will be marked as unexcused.
- C. Principals are authorized to verify explanations for absences and to investigate the cause of each absence. Principals shall have final authority for determining if the reason for an absence is acceptable.
- D. Required documentation under this section must be submitted to the school within three (3) school days of the student returning to school.

- E. When absences are excused, all educational requirements for the student's course(s) shall be met before a passing grade and/or credit is assigned. Students shall be given a reasonable amount of time to complete make-up work for excused absence in accordance with District procedures. Principals may grant extensions to the make-up time limit for extenuating circumstances.

III. **Unexcused Absences**

- A. A student's absence will be marked as unexcused until the required documentation explaining the absence has been submitted to the school. A parent and/or student's failure to submit required documentation within three (3) school days of the student returning to school will result in the absence being marked as unexcused.
- B. Unexcused absences shall specifically include those due to:
 - 1. vacations and personal services;
 - 2. unapproved non-school sponsored events, programs, or sporting activities, except as provided in section II.A., above;
 - 3. older students providing day care services for siblings;
 - 4. illness of others; and
 - 5. non-compliance with immunization requirements, unless lawfully exempted (see Policy 5320, *Immunization*).
- C. A departure from school without being in attendance for at least two (2) hours will be treated as an unexcused absence unless the required documentation excusing the departure is submitted to the school within three (3) school days.
- D. Unexcused absences and tardies shall not be grounds for suspension from school but may result in discipline and/or placement in alternative programs.
- E. Unexcused absences do not require that the teacher provide make-up work for the student.
- F. A student accumulating the equivalent of ten (10) or more unexcused class absences in an annual course, or five (5) or more unexcused class absences in a designated semester course, may have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of interventions assigned by the Attendance Review Committee.

IV. Parent and Student Responsibilities

- A. Students of compulsory school age under state law shall attend class one hundred eighty (180) days each school year and for as many days or hours as required by State Board rule 6A-1.045111.
- B. Except as expressly provided in state law, parents are responsible for their child's school attendance and must stress the importance of regular and punctual school and class attendance with their child.
- C. Parents and students must report each school or class absence or tardy and provide a statement explaining the absence or tardy to the school attendance office as soon as practicable. Failure to report and explain the absence(s) or tardy(ies) and to provide the documentation required under section II., above, shall result in the absence(s) or tardy(ies) being marked as unexcused.
- D. Students must request make-up assignments from their teachers for all excused absences and tardies within three (3) days upon their return to school or class. If make-up assignments are available, they must be completed by the deadline established by the District. Parents and students are responsible for ensuring that make-up assignments are requested and completed in a timely manner. Failure to complete these assignments will result in a lower assessment of the student's academic and/or effort grade.
- E. If an Attendance Review Committee is convened, parents must provide information related to their child's absences and participate in and cooperate with remedial strategies recommended by the Attendance Review Committee.
- F. Students and parents must comply with all court orders resulting from truancy petitions.

V. School Responsibilities

- A. Teachers shall take the following actions in documenting and encouraging student attendance:
 - 1. provide challenging and rigorous instruction and curriculum and demonstrate an interest in the welfare of students;
 - 2. record attendance during homeroom, whenever students change instructors in elementary schools, and at the beginning of each period of the school day in secondary schools using the student attendance recordkeeping system required by State Board rules;

3. report and/or refer students who fail to attend school or any regularly scheduled class with a valid excuse to the appropriate administrator;
 4. provide make-up assignments for excused absences and tardies upon the request of a student and/or parent if make-up assignments are available;
 5. prohibit students from leaving class within the final thirty (30) minutes of the school day unless authorized by the principal or principal's designee for an extenuating circumstance (i.e., emergency, sickness); and
 6. perform any other actions directed by the principal or principal's designee to document and/or encourage student attendance.
- B. Principals shall take the following actions in documenting and encouraging student attendance:
1. establish site-specific strategies that encourage both regular attendance and high academic achievement, and review and modify these strategies from time-to-time as required to maintain and improve their effectiveness;
 2. determine, or authorize designees to determine, the status of each student absence/tardiness;
 3. require that attendance be taken and that absences and tardies are recorded at a designated time every official school day;
 4. assure that staff members are instructed in the proper recording of attendance;
 5. insofar as possible, notify or have a designee notify parents each time their child is absent from class or school for an unknown reason, or without sufficient reason, once the absence becomes known;
 6. notify or have a designee notify the Board when students in their care who are subject to compulsory school attendance have become truant, as defined in section I.F., above;
 7. establish an Attendance Review Committee at the school;
 8. process any student and/or parent appeals of recommendations made by the Attendance Review Committee;

9. ensure compliance with the requirements of F.S. 1003.26; and
10. perform any other actions directed by the Superintendent or designee to document and encourage student attendance.

VI. **Enforcement of Attendance Laws**

A. Attendance Review Committees and Truancy Petitions

1. If a student becomes excessively absent or truant (as defined in section I., above), the student's teacher(s) shall report the excessive absences or truancy to the school principal or the principal's designee.
2. The principal shall, unless there is clear evidence that the student's absences do not exhibit a pattern of nonattendance, then refer the case to the school's Attendance Review Committee to determine if early patterns of truancy are developing.
3. If the Attendance Review Committee finds that a pattern of nonattendance is developing, whether the absences are excused or not, the Attendance Review Committee shall:
 - a. schedule a meeting with the student's parent to identify potential remedies; and
 - b. notify the Superintendent and the District's Federal and State Compliance Office that the referred student is exhibiting a pattern of nonattendance.
4. If an initial meeting with the parent does not resolve the attendance issues, the Attendance Review Committee shall:
 - a. make frequent attempts at communication between the teacher and the student's parent;
 - b. evaluate the student for alternative education programs (see Policy 2455, *Dropout Prevention and Academic Intervention Programs*); and
 - c. establish an attendance contract with the student and/or student's parent.
5. The Attendance Review Committee may also implement other interventions pursuant to state law, including referring the student to other agencies for family services or recommending the filing of a truancy petition.

6. The Attendance Review Committee shall report a student's case to the Superintendent only after all reasonable efforts to resolve the nonattendance behavior have been exhausted.
7. If a student subject to compulsory school attendance will not comply with an Attendance Review Committee's attempts to enforce school attendance, and efforts made under this section to remediate the pattern of nonattendance are unsuccessful, the Superintendent shall refer the case to a case staffing committee under F.S. 984.12. The Superintendent shall also, if applicable, notify the student's parent of the District's intent to notify the Department of Highway Safety and Motor Vehicles of the student's truancy pursuant to F.S. 1003.27.
8. If a student is excessively absent or truant, as defined in section I., above, the Superintendent may file a truancy petition in accordance with F.S. 984.151. If the Superintendent chooses not to file a truancy petition, a referral to a case staffing committee must still be made.
9. Habitual truancy, as defined in section I.G., above, may be sufficient grounds for withdrawal of students who are subject to compulsory school attendance under F.S. 1003.21 after all reasonable efforts to resolve the nonattendance behavior have been exhausted.

B. Penalties for Falsification of Records

The presentation of reasonable and satisfactory proof that any District employee has falsified or caused to be falsified attendance records for which they are responsible shall be sufficient grounds for the revocation of that employee's teaching certificate by the Department of Education, or for dismissal or removal from office.

VII. **Development of Procedures**

The Superintendent shall develop administrative procedures that:

- A. ensure that school days and classes occur in conformity with the requirements of applicable laws and State Board rules;
- B. govern the taking of attendance and keeping of attendance records according to applicable laws and State Board rules;
- C. require schools to respond in a timely manner to every unexcused absence and tardy and to every absence or tardy for which the reason is unknown;

- D. identify excessively absent and truant students, investigate the cause(s) of their behavior, and consider remedial strategies, such as modifications of their educational programs, to meet their particular needs;
- E. ensure that students and their parents are provided the opportunity to challenge an attendance record prior to notifications being made and enforcement being sought under this policy;
- F. ensure that students whose absences have been excused have an opportunity to make up work they missed and receive credit for the work, if completed;
- G. ensure that students who, due to specifically identifiable physical or mental impairments, exceed or may exceed the District's limit on excused absences, are referred for evaluation for eligibility under the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973, or are given other appropriate accommodations; and
- H. provide that students' grades in courses are based on performance in the instructional setting and are not reduced for reasons of attendance-related discipline.

VIII. **Required Records, Reports, and Surveys**

All school staff members and District employees shall keep all attendance records and shall prepare and promptly submit all reports that may be required by federal and state law, State Board rules, and Board policies.

- A. Registers of enrollment and attendance must be reflected in District records. The enrollment register shall show the absence or attendance of each student enrolled for each school day of the year in a manner prescribed by the State Board. The register shall be open for inspection by the Superintendent. Violations of this section shall be a misdemeanor of the second degree, punishable as provided by law.
- B. Attendance reports shall be accurate and current according to the state-approved recording and reporting system and shall be retained as required by state law and State Board rules. The Federal and State Compliance Office will announce the dates to be covered by the Principal's Report on Attendance on an annual basis. These reports are to be certified online by the principal.
- C. During each of several school weeks during the fiscal year, a program membership survey of each school shall be made by aggregating the full-time equivalent student membership of each program by school. The District's full-time equivalent (FTE) membership shall be computed

and currently maintained according to State Board rules. Instructions will be distributed by the Federal and State Compliance Office prior to each survey. These surveys are the basis of state monies forwarded to the District according to prescribed cost factors and base funds under the Florida Education Finance Program. For FTE Surveys 2 and 3, FTE will be prorated and allocated to schools based on student enrollment/attendance.

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Legal References:

F.S. 61.13(2)

F.S. 984.03

F.S. 984.151

F.S. 1002.20

F.S. 1003.01

F.S. 1003.02

F.S. 1003.21

F.S. 1003.23

F.S. 1003.24

F.S. 1003.26

F.S. 1003.27

F.A.C. 6A-1.044, Pupil Attendance Records

F.A.C. 6A-1.045111, Hourly Equivalent to 180-Day School Year and 250-Day School Year for Juvenile Justice Education Programs

F.A.C. 6A-1.09512, Equivalent Minimum School Term for Compulsory Attendance Purposes

F.A.C. 6A-1.09513, Parents' Responsibility for School Attendance

F.A.C. 6A-1.09514, Excused Absences for Religious Instruction or Holiday

Adoption Date: 05.11.2011



Book	Policy Manual
Section	October 16, 2024 - <u>Final</u> Reading
Title	ENTRANCE REQUIREMENTS
Code	5112
Status	<u>Final</u> Reading

5112 - **ENTRANCE REQUIREMENTS**

All children who have attained the age of six (6) years or who will have attained the age of six (6) years by February 1st of any school year or who are older than six (6) years of age but have not attained the age of sixteen (16) years, except as otherwise provided in Florida law, are required to attend school regularly during the entire school term. All children enrolling in a District school shall meet the immunization requirements in F.S. 1003.22 and provide evidence of a physical exam. ~~The person enrolling the student shall report in person to the school to enroll their school-age child. A child is considered enrolled and in attendance when the child first reports to the school in person.~~

~~A child who attains the age of sixteen (16) during the school year is not subject to compulsory school attendance beyond the date upon which s/he attains that age if the child files a formal declaration of intent to terminate school enrollment with the School Board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the child. The District must notify the parent of the child's declaration of intent to terminate school enrollment.~~

I. **Kindergarten**

- A. ~~Children entering kindergarten in the District for the first time must comply with F.S. 1003.21 regarding entry age.~~ Any child who will have attained the age of five (5) years on or before September 1st of the school year shall be eligible to enroll in kindergarten at any time during the year.

B. A child who is either six (6) years old, or who will be six (6) years old by February 1 of a school year, will be considered of compulsory school age.

I.C.

A ~~transferring~~ kindergarten student transferring from an out-of-state public or private school with different entry-age requirements ~~is eligible to~~ will be enrolled in the District if the ~~entrance~~ entry-age requirements have been met outside Florida and the ~~child had been regularly enrolled~~ the student's parent presents the documentation required under State Board rule 6A-1.0985(3).

~~Children entering kindergarten in the District for the first time must comply with F.S. 1003.21 regarding entry age. A child must be five (5) years old on or before September 1st, in order to meet the Florida age requirement for kindergarten. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.~~

II. **First Grade**

A.—Children entering first grade in the District for the first time must comply with F.S. 1003.21. Any child who has attained the age of six (6) years on or before September 1st of the school year and has satisfactorily completed the requirements for kindergarten in a public school according to the District's Student Progression Plan (Policy 5410), or who transfers from in a nonpublic school from ~~with which~~ the Board accepts transfer of academic credit, or who otherwise meets the criteria for admission or transfer in a manner similar to that applicable to other grades, shall be ~~admitted or promoted to the~~ enrolled in first grade at any time during the school year.

A.

~~H.~~

~~A transferring first grade student transferring from an out-of-state public or private school with different entry-age requirements is eligible to be enrolled in the District if the entranceentry-age requirements have been met outside Florida and the student's parent presents the documentation required under State Board rule 6A-1.0985(3)the child had been regularly enrolled there.~~

~~Children entering first grade in the District for the first time must comply with F.S. 1003.21. Any child who has attained the age of six (6) years on or before September 1st of the school year and who has been enrolled in a public school or who has attained the age of six (6) years on or before September 1st and has satisfactorily completed the requirements for kindergarten in a non-public school, or who otherwise meets the criteria for admission or transfer in a manner similar to that applicable to other grades, shall progress according to the District's Student Progression Plan (Policy 5410).~~

~~B.~~

III. **Initial Entry and Registration**

A. The school shall abide by information provided by the parent (as defined in F.S. 1000.21 and Policy 0100) who completes the initial registration documents, or "registering parent." Any person verified as a parent in the District's Student Information System (SIS) is presumed to be authorized to pick up the student unless otherwise indicated. Parents have the right to change the registering parent by agreement. Any subsequent change to the registering parent listed in the the District's student information system SIS must be verified by both parents in accordance with District procedures. Only the registering parent will be permitted to withdraw the student from the school and enroll the student in another District school. Any parent contesting the information on the initial registration forms may seek assistance from the court to compel the registering parent to revise the information on the forms. School staff shall provide such persons with the website for the Family Court Self-Help Program at <http://www.jud11.flcourts.org/Family-Court-Self-Help-Program>. Parents may agree to change the registering parent and submit an *Agreement to Change of Registering Parent Form* (FM-7600) at any time.

A.

Anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty is guilty of a second-degree misdemeanor under F.S. 837.06. In addition, anyone who knowingly makes a false verified declaration is guilty of

perjury, a third-degree felony under F.S. 92.525.

B.

C.

Every child initially entering a District school must prove age by an authentic document issued by a governmental agency. The school should attempt to verify age at the time of spring registration. State law (F.S. 1003.21) specifies the evidence which may be used for this purpose and also indicates that if the first prescribed evidence is not available, the next evidence obtainable in the order below shall be accepted:

~~1.~~ a duly attested transcript of the child's birth record filed according to law with a public officer charged with the duty of recording births;

1.

~~2.~~ a duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent;

2.

~~3.~~ an insurance policy on the child's life which has been in force for at least two (2) years;

3.

~~4.~~ a bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent;

4.

~~5.~~ a passport or certificate of arrival in the United States showing the age of the child;

5.

~~6.~~ a ~~transcript of record of age shown in the~~ child's school record ~~of dated~~ at least four (4) years prior to application, stating date of birth; or

6.

~~B.7.~~ if none of this evidence can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a public school physician, or, if neither of these is available in the county, by a licensed practicing physician designated by the Board, which certificate shall state that the health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

€.—Children entering the District for the first time must comply with F.S. 1003.21 and with the District's Student Progression Plan (Policy 5410). Students must have an immunization record on file at the school. Any student who does not have the proper immunization shall be temporarily excluded from attendance until compliance has been documented.

D.
~~D.E.~~ Upon a child's initial entry to a District school, the principal shall require evidence of a physical examination performed within one (1) year prior to the date of entry. An appointment for a physical examination by a county health officer, licensed physician, or chiropractor may be accepted provided the principal is given evidence of the physical examination within one (1) week of such examination. Students transferring into the District from a school within the State of Florida who have a completed physical examination form as part of their school record need not be re-examined. Examinations taken out-of-state may be accepted if performed within one (1) year of entry and include documentation and reported on the official forms of the physician.

E.—A child may be exempt from the required physical examination and/or immunization upon written request of the parent or guardian of such child stating objection to examination and/or immunization on religious grounds or for medical reasons certified by a competent medical authority.

F.

G. If a parent's name is not listed on the birth certificate, the parent must provide a court order/legally binding instrument evidencing parentage or guardianship, to be listed as a parent in the the District's student information systemSIS.

H. In cases where the registering individual is exercising supervisory authority over a student in place of the parent, the registering individual will provide a court order or legally binding instrument evidencing such authority, or will complete the designated District form, and the student will be registered. Anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty is guilty of a second-degree misdemeanor under F.S. 837.06. In addition, anyone who knowingly makes a false verified declaration is guilty of perjury, a third-degree felony under F.S. 92.525.

IV. **Proof of Age**

~~IV.~~ If acceptable proof of age is not presented when the child first seeks admission, the principal should enroll the student-child temporarily and give the parent thirty (30) calendar days to secure proper proof.

~~V.~~ **Birth Certificate**

~~The Division of Attendance Services will supply appropriate forms for making application for a birth certificate. Some parents may need help from school~~

personnel in completing these applications. Providing such assistance will enable the school to be sure that the proper procedure has been followed. Original copies of birth certificates usually have an embossed seal imprinted on them. All photostatic copies not bearing this seal should be carefully evaluated to determine authenticity.

If questions arise which the school cannot answer regarding birth certificates, the principal should call the appropriate region director.

V. Legal Names of Students

When a student is enrolled, the school shall abide by the information provided by the registering parent and will enroll the student using the legal name provided at the time of registration. Requests from a parent to change a child's legal name requires a court order effectuating the change in legal name. Parents may alternatively submit a signed Consent to Deviate From Legal Name form to have an alternate or assumed name accompany their child's legal name on the SIS and on certain school documents. When a parent submits this request, their child's official school records may list both the legal name and alternate or assumed name of the student.

VI. Student Disclosures

~~VI.~~ Each student at the time of initial registration for school shall note previous school expulsions, arrests resulting in a charge, juvenile justice actions, and any corresponding referral to mental health services by a school district that the student previously attended.

VII. Verification of Residence

~~VII.A.~~ Verification of a parent's residence via a Statement of Bonafide Residence (~~—FM-7444~~) shall be required at the time the child registers in a District school. Verification of residence may also be required at any other time at the discretion of the Superintendent. The student shall reside with the parent placing the student in the attendance area of the school.

In addition, submission of two (2) of the following items are required:

~~A.1.~~ _____ broker's or attorney's statement of parents' purchase of residence, or properly executed lease agreement;

~~B.2.~~ _____ current Homestead Exemption card;

~~C.3.~~ _____ electric deposit payment receipt or electric bill, bottom portion, showing name and service address.

~~D.~~ _____ If verification is not provided or acceptable, the Superintendent may verify the student's residence.

~~B.~~ _____

~~E.~~ _____ If an electric deposit payment receipt is used as verification, the electric bill, bottom portion, must also be submitted to the school within forty (40) calendar days after registration. If the parent is unable to furnish the

school with the requested electric deposit payment receipt, the student will be allowed to enroll in the new school, but must submit the electric bill, bottom portion, to the school within forty (40) calendar days.

C.

F.—When a change of family residence occurs after ninety (90) school days in which a student is enrolled in a school which would place the student in a different attendance area, the student, upon the request of the parent, may complete the year in the present school. No transportation will be provided.

D.

G.—When a change of family residence occurs after ninety (90) days ~~in~~ which of a student ~~is being~~ is enrolled in grades 11 through 12, or ~~is~~ enrolled in the last grade offered at a school, which would place the student in a different attendance area, the student, upon the request of the parent, may remain in the present school through graduation (for grades 11 through 12), or the last grade offered at the school. No transportation will be provided.

E.

H.—Dependent children whose parents are transferred or are pending transfer to a military installation within the state, while on active military duty, pursuant to an official military order, shall be considered a resident of the school district for purposes of enrollment when the order is submitted to the school district and shall be provided preferential treatment in the controlled open enrollment process (Policy 5131).

F.____

I.—The Board authorizes the Superintendent to create, generate, communicate, store, process, use, and rely upon electronic signatures from a parent. District staff and parents shall comply with all the provisions of F.S. 668.50 regarding electronic records and electronic signatures. [\(Policy 6107\)](#).

G.____

H. Anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty is guilty of a second-degree misdemeanor of the second degree under F.S. 837.06. In addition, anyone who knowingly makes a false verified declaration is guilty of perjury, a third-degree felony under F.S. 95.525.

VIII. **Emergency Student Data Form**

A. All new enrollees must have on file an Emergency Student Data Form completed by the registering parent with truthful and accurate information. The Emergency Student Data Form shall be updated annually during the opening of schools. The school shall abide by information provided by the registering parent who must sign the Emergency Student Data Form with regard to pick-up and withdrawal of the student from school. Any person verified as a parent in the SIS is presumed to be authorized to pick up the student unless otherwise indicated. Anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty is guilty of a second-degree misdemeanor under F.S. 837.06. In addition, anyone who knowingly makes a false verified declaration is guilty of perjury, a third-degree felony under F.S. 92.525. Changes of address must be reflected on student records.

B. Where parents are unmarried, divorced or separated, the parent who enrolled the student is responsible for completing the Emergency Student Data Form with truthful and accurate information that is consistent with the most recent court order governing their divorce, separation, or custody matters. Any parent contesting the information on the Emergency Student Data Form may seek assistance from the court governing their divorce, separation, or custody matters to compel the enrolling parent to

[revise the information on the form. School staff shall provide such persons with the website for the Family Court Self-Help Program at http://www.jud11.flcourts.org/Family-Court-Self-Help-Program.](http://www.jud11.flcourts.org/Family-Court-Self-Help-Program)

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Legal References:

F.S. 61.13(2)
F.S. 92.525
F.S. 837.06
F.S. 1002.20
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F.S. 1003.21
F.S. 1003.22
F.S. 1003.31
F.S. 1006.07(1)(b)
F.S. 1006.15

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5130 - **WITHDRAWAL FROM SCHOOL**

I. Introduction

All children who have attained the age of six (6) years by February 1st of any school year or who are older than six (6) years of age, but who have not attained the age of sixteen (16) years, are required to attend school regularly during the entire school term. While Florida law requires attendance of each student from six (6) years of age, or five (5) years of age if enrolled in kindergarten, and not formally withdrawn, until ~~eighteen~~sixteen (16) years of age, it is in the best interests of both students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond ~~the~~ schools.

~~A child enrolled in kindergarten is deemed to be of compulsory school age unless the child's parent, Any student between six (6) and sixteen (16) years of age, or between five (5) and sixteen (16) years of age if enrolled in kindergarten, is deemed to be of compulsory school age unless the student is at the parent's discretion and in consultation with the child's teacher and principal, formally withdrawns the child from kindergarten from school.~~

II. Student Withdrawal Requirements

- A. Only the registering parent, or, in exceptional circumstances, the Superintendent, will be permitted to withdraw a student from school. Another parent who wishes to withdraw a student from school may either submit a fully executed Agreement to Change of Registering Parent Form (FM-7600) to the student's current school or seek assistance from the court to compel the registering parent to revise the information on file. School staff shall provide such persons with the

[website for the Family Court Self-Help Program at
http://www.jud11.flcourts.org/Family-Court-Self-Help-Program.](http://www.jud11.flcourts.org/Family-Court-Self-Help-Program)

B. A student who attains the age of sixteen (16) during the school year is not subject to compulsory school attendance beyond the date upon which the student attains that age if the student files a formal declaration of intent to terminate school enrollment with the School Board. The District must notify the parent of the student's declaration of intent to terminate school enrollment. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the parent.

C. When a student under the age of eighteen (18) wishes to ~~withdraw from school~~, an effort should be made to determine the reason and to assist the student in reaching his/her career goals. Prior to withdrawal of the student, an exit interview shall be conducted ~~by a certified school counselor or other school personnel and a Department of Education survey completed~~ to determine reasons for ~~the~~ withdrawal and actions that could be taken to keep the student in school. The student must be informed of opportunities to continue ~~his/her~~his or her education in a different environment, including, but not limited to, adult education, high school equivalency examination preparation, and the Graduation Alternative to Traditional Education Program~~education~~. In addition, the student must complete a survey in a format prescribed by the Department of Education to provide data on student reasons for terminating enrollment and actions taken by the District to keep students enrolled. No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and in compliance with State law.

A.D. Whenever a minor student withdraws from school without moving out of ~~s~~State, transferring to another approved school, being granted an age and schooling certificate, or enrolling in and attending an approved educational program, the Superintendent shall notify the Department of Highway Safety and Motor Vehicles and the Judge of the Juvenile Court. The notification is to be given within two (2) weeks after the Superintendent confirms the student is not properly enrolled in and attending another approved school or program or has moved out of ~~s~~State.

III. Development of Procedures

The Superintendent shall develop and update administrative procedures which that:

- A. make counseling services available to any student who wishes to withdraw;
- B. help the student define his/her own educational life goals and help plan the realization of those goals;
- ~~C.~~ inform the student of alternative dropout prevention and academic intervention programs;

- D. advise students of their right to return prior to their twenty-second (22nd) birthday;
- E. require the timely return of all District-owned supplies and equipment in the possession of the student.

IV. Effect on Expulsion Proceedings

The Superintendent may initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Policy 5610 even if the student withdraws from school prior to the hearing or decision to impose the expulsion. Any resulting expulsion shall be imposed for the same duration it would have been had the student remained enrolled.

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Legal References:

[F.S. 1002.20](#)

[F.S. 1003.21](#)

[F.S. 1004.933](#)

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