

## CCSB Policy 4.01 - Consent Agenda - 10/18/07 - Approve for Advertising

### 4.01 ATTENDANCE AND TRUANCY

#### D. Excused/Unexcused Absences

1. An absence from school under the following circumstances shall be considered excused:
  - a. With permission – The absence was with the knowledge and consent of the principal of the school, which the student attends.
  - b. Sickness, injury or other insurmountable condition – Attendance was impracticable or inadvisable on account of sickness or injury, or was impracticable because of some other stated insurmountable condition.
  - c. Absence for religious instruction or holidays – A student with the written consent of his or her parent/guardian shall be excused from attendance in school on a particular day or days, or at a particular time of day, and shall be excused from any examination, study or work assignment at such time to participate in religious instruction, for observance of a religious holiday or because tenets of his or her religion forbid secular activity at such time. The principal shall reserve the right to refuse a student's request for released time, if according to the provisions of the district's student progression plan:
    - 1) The student is not enrolled in sufficient courses to allow for the student's promotion or graduation, and thus the released time would not be equivalent to an optional period.
    - 2) The student's grades/academic progress is insufficient to allow for the student's promotion or graduation.

Absences approved for religious reasons do not affect perfect attendance.

- d. Absences due to head lice will be excused, up to 2 days per incident and for a total of 10 days per school year. After a student has accumulated 10 excused absences due to head lice during a school year, further absences due to head lice will be considered unexcused. Unusual circumstances may be addressed by the principal to go beyond these 10 days for excused absences.
2. It is the responsibility of the parent/guardian to provide a written statement to the school explaining the absence within three (3) school days following the return of the student to school.
3. If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from attendance. Such excuse provides that a student's condition justifies absence for more than 5 days per grading period/10 days per semester/20 days per year. The principal of the school shall determine when it is necessary to require a physician's statement from the student's medical provider and required the parent/guardian to provide a copy to their child's school within a reasonable period of time as determined by the principal or designee.

4. An absence from school under the following circumstances may be considered unexcused.
  - a. The absence was without the parent/guardian's knowledge, consent or connivance.
  - b. Permission for the absence was requested but denied by the principal of the student's school.
  - c. No written statement of the absence from the parent/guardian has been received by the school explaining the reason for the absence within three (3) school days following the return of the student to schools.
5. The principal has administrative discretion in cases of excessive absences to reject a written note and consider the absence as unexcused when absences are seriously impacting academic progress, with the exception of sickness, injury or insurmountable conditions.
6. Accumulated unexcused tardy and early departure time equivalent to one full school day may be counted as one unexcused absence in the total number of unexcused absences required for possible legal action.
7. Missed instructional time due to tardies and early departures shall be accumulated as excused or unexcused using the same policies as for absent days.

(Ref. F.S. 1003.21; 1003.01; 1003.24; 1003.26; 1003.27)(Adopted: 01/08/81)(Adopted: 07/11/85) (F.S. 39.01, 426; 1001.53, 2468; 332.091; 414.125)(Ref. F.S. 984.03,151) (Amended: 10/18/01) (Ref. F.S. 39.604) (Amended: 02/24/05, 00/00/00)