



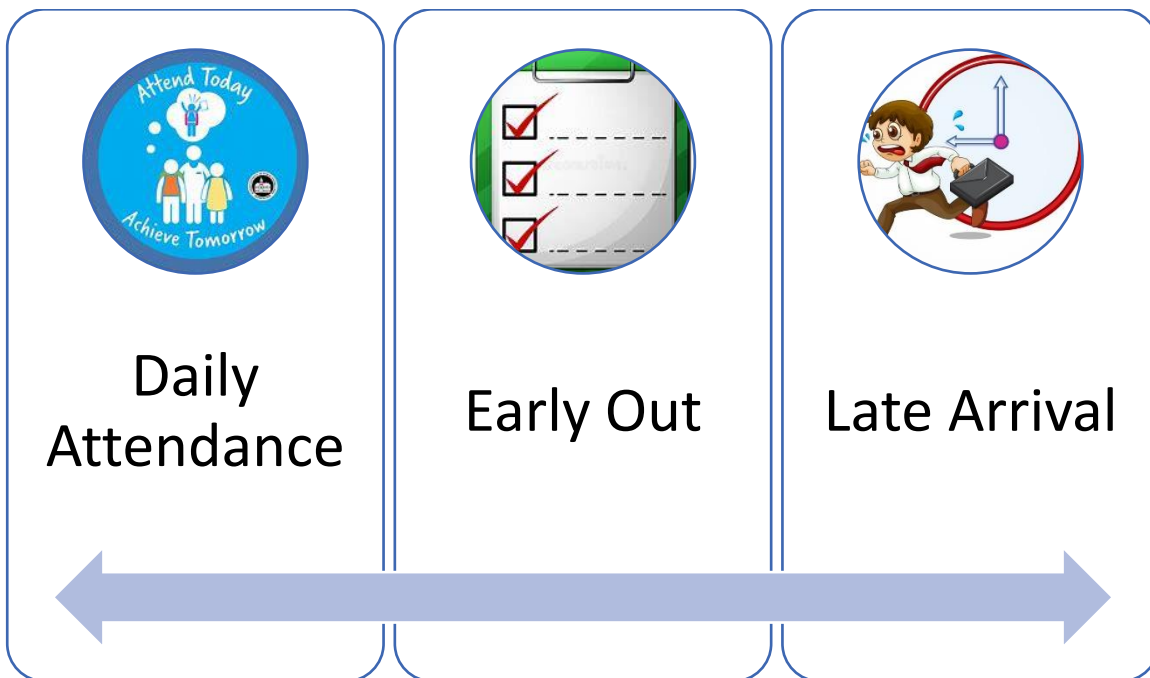
**FRANKLIN COUNTY
SCHOOL DISTRICT
2023-24**

ATTENDANCE PROCEDURES

Franklin County Attendance Procedures

School attendance is a primary indicator in determining student success rates. Students who miss more than 10 % of their courses are much less likely to successfully complete their courses on grade level. The following attendance procedures reflect the requirements of the Franklin County School District school attendance policy for students.

Attendance falls in three categories. Daily attendance is the expectation that students arrive and stay at school for the entire day. Early Outs address when students are leaving before the completion of the school day. Late Arrival addresses the consequences of not arriving at class on time. These categories will be addressed on the following pages.



Attendance Compact Agreement

Parent Responsibility:

Read the policy with the welcome back packet
Sign and Return receipt and understanding of the policy.
(Within first 10 days of school)
Make school attendance a family priority

School Responsibility:

Send the policy out with the welcome packet for all students
Track and Monitor attendance with reasonable improvement goals
Actively engage parents/ families/ agencies in the process.
Incentivize attendance

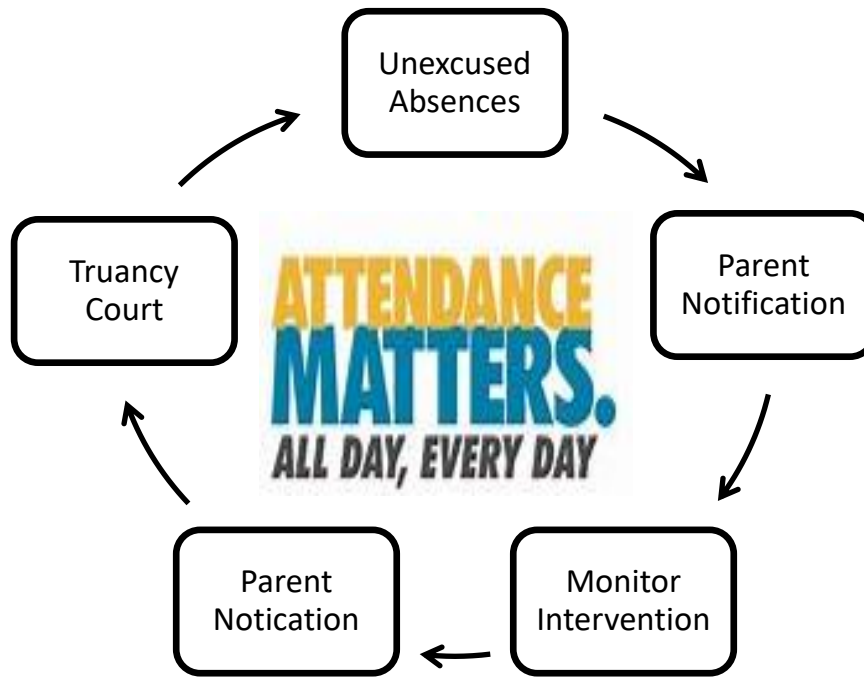
Teacher Responsibility:

Collect signed attendance policy agreements
Accurately record attendance daily
Make contact early and often with parents/families/school staff

Student Responsibility:

Attend School/Class Daily
Make attendance a priority
Turn in notes in a timely manner (*within 5 school days of absence*)

Daily Attendance Procedures



The following procedures occur each semester and follow statutory guidelines.

Phase One: *Parent notification through handbook signature- Universal Notification*

Phase Two: *Tier 1 Notification*

- When a student misses a cumulative of 3 days of school (or class period) unexcused, the teacher notifies the parent by phone and/or email, and records via contact log. (Turned in monthly)
- The School Attendance Officer generates school level letters to be sent home to students with 3 unexcused absences, within a 9-week period.
- A note from a parent can only be used for 3 total days absence in a nine-week period.

Phase Three: *Tier 2 Implementation of additional supports*

- 5-day letter sent home, schedule a parent conference- can be by phone.
- Assign school-level contract as an intervention.
- Add student to MTSS list for tier 2 monitoring of the contract.

Phase Four: *Tier 3 monitoring*

- 9-day letter to the parent with required parent conference in person. Refusals to attend, cancellations, and inability to notify are recorded with the Truancy packet.
- Review School contract and institute Gradelock of a 59% for grades K-12.
- Next step is referral to Truancy Court.

Phase Five: *Tier 3 Reporting*

- 15-day letter (in a 90-day period)
- Gradelock continues.
- Refer to Truancy Court
- Proficiency Assessment required to pass course. (K-8= iReady proficiency, EOC district exam 9-12)
- Students eligible to drive are reported to the DMV every 40 days by the district's MIS department.

Attendance and truancy may negatively impact student progression resulting in retention and the student's eligibility to participate in extracurricular activities/clubs/sports etc.

Early Check-Out

An early check out is defined as a student who is checked out by a parent to leave before the end of the school day. Secondary students who leave prior to the end of the school day must present a valid and verifiable excuse within 24 hours. Secondary students who leave campus without permission are subject to the consequences associated with skipping class per the student code of conduct.

Requirements for an EXCUSED early out absence:

- Parent/ Designee must sign out students after presenting ID in the front office.
- Appointments for medical, legal, or therapeutic reasons will be excused with proof of visitation within 3 school days.
- Early Check Out is excused as authorized by administration.
- Early Check Out is excused if the clinic has determined the student must go home due to illness, injury, etc.
- NOTE- Prior written notice/ emails, etc. DO NOT automatically EXCUSE the early check out.

Documentation of excessive early check outs will follow the procedures below:

1. Early Check Outs are monitored weekly.
2. On the 5th early check-out, a parent letter will be provided, requiring a phone conference, and an explanation of the "next steps" consequences.
3. On the 6th early check out, students will be assigned administrative detention. (Detention will be assigned on a scheduled basis. Transportation may be available, but it is not guaranteed.) Students serving detention will be processed in the same manner as others with disciplinary consequences and as such this can be written as an office referral.
4. The length and duration of detention is progressive and increases with the presence of continued infractions.

Late Arrivals

Late arrivals are those situations when students arrive to class after the official school day begins. This time is reflected as students receiving an unexcused absence for arriving to school after the tardy bell rings ten minutes after the start of the school day.

Students arriving late to class periods after the first period of the day are subject to skipping class consequences. When a student receives a marking for an unexcused absence due to tardiness, the unexcused absences rules apply.

When a student in grades K-5 arrives late, parents must park and escort the child(ren) into the building for admittance. A determination is then made to establish if the tardy is excused or unexcused. Unexcused tardies count as an absence.

Students in grades 6-12 may enter the building unescorted and sign in through the kiosk for a tardy pass.

Excessive late arrival (tardy) to school instances can impact eligibility to participate in extracurricular clubs/sports related opportunities. Students with excessive tardies may lose the opportunity to drive a vehicle to school unless they agree to enter into an attendance contract to correct the behavior.

Permitted Absences

On occasion it is necessary to schedule an absence for your child. The following rules apply when asking for a pre-arranged or permitted absence. Permitted absences are granted for up to 3 consecutive days. Permitted absences can be arranged for the following:

- Doctor/Therapy Appointment
- Lengthy travel related to the death/health of an immediate family member. (Parent, siblings, grandparents- bereavement proof may be required)
- Attendance at a religious event
- Attendance at a cultural or heritage event
- School sponsored travel
- National bring your child to work day, if sponsored by the business (letterhead proof required)

The following are not examples of allowable permitted/ prearranged absences.

- Family reunion
- Vacation
- Non-school affiliated sports events. (Travel ball leagues)

Absences that are not allowable per the prearranged absences policy will be counted as unexcused absences and the rules established for unexcused absences will apply.

If you believe there is a medically complex situation occurring regarding school attendance, please meet with the school personnel directly to see if there are more appropriate schooling options available.



Franklin County School District

Guiding students toward a brighter tomorrow

Attendance Policy Acknowledgement

I have read and understand the procedures supporting the attendance policy of the Franklin County School District.

I understand and acknowledge the following:

- School attendance is a family responsibility.
- Excessive absences, tardies, and early check outs can result in consequences for my child.
- Excessive absences can result in course failure and/ or retention.
- Disrupted attendance will impact my child's extracurricular/clubs/sports eligibility.
- Student attendance is reportable to local and state judicial agencies.
- Student attendance is reported to the department of motor vehicles.
- School personnel will work with my family to assist in establishing attendance routines. Please reach out to Tamara Gilbert @ 850-670-2800 to schedule an appointment.

Parent Signature _____ Date _____

Student Signature _____ Date _____

Student Grade Level _____ Homeroom Teacher _____

Return this form to your child's teacher within 10 days of receipt.