



2019-2020

Mulberry High School

Attendance Protocols



Why Attendance Matters

- It's the law. Florida Statute 1003.24 (26) requires regular school attendance. A child enrolled in kindergarten is deemed to be of compulsory school age.
- School attendance compliance is required to obtain and maintain a Florida driver's license.

MHS Attendance Procedures

Teachers mark attendance within the first 10 minutes of each class period. Upon being absent, excuse documentation should be submitted in the main office bin labeled "Legal Documentation for Attendance" upon the student's return to school. All absences are **Unexcused** until appropriate documentation is provided. In addition:

- I. Attendance expectations are reviewed at the beginning of each school year during class meetings and provided in writing in the student folder and Attendance Matters flyer on school website (www.mhs.polk-fl.net)
- II. Automated telephone callouts made each time a student misses a class (unexcused)
- III. Attendance letters to the parent following:
 - 5 excused days
 - 10 unexcused days
- IV. Home Visit by Student Success Coach or Administrator
- V. Attendance meeting held at 10 unexcused absences in a 90 day period
 - In attendance: parent, student, and school attendance staff; school social worker invited
 - Intervention plan developed
 - Attendance contract reviewed and signed
- VI. Additional attendance meetings held if pattern of unexcused absences continues; 15 days unexcused = truant
- VII. Home Visit by District Social Worker

Excused Absences are defined as:

Personal Illness, illness or death of immediate family, religious holidays, educational trips, school sponsored activities, judicial actions, military dependents & prearranged trips with parents with legal documentation provide and/or up to 10 parent notes per school year. Refer to the Student Progression Plan at www.polk-fl.net for additional information.

Illnesses

A student may be excused for illness for up to ten (10) attendance days during a school year with a signed parent note. Legal notification or a doctor's verification will be required for all other absences to be excused during the school year.

Head Lice

A student identified with lice/nits may be excused up to 5 days of school for each occurrence. Additional absences will be unexcused until the student is cleared by the school health contact or parent's private medical provider. If student is not cleared by day 5, the social worker and health department nurse will make a home visit.

Tardies & Early Checkouts

Tardies and/or checkouts will be excused by the same means as absences. Checkouts through the clinic due to illness are excused.

Possible Consequences for Non-Attendance/Truancy

- Decrease in student's academic performance
- Referral to a community agency called "Youth and Family Alternatives" (Student 10+ years old)
 - Counseling services or Youth Shelter
- Loss of driving privileges for students 14-18 years of age
- Parental prosecution (Florida Statute 1003.24 (26))
- High School credit denial and/or withdrawal from school for non-attendance

If a student is having difficulty regularly getting to school on-time, please contact administration or a school counselor to receive support. Parents can view student attendance daily on www.polk-fl.net > [Parent Portal](#). Call the Guidance Office to get access today.

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