



2024-2025 ATTENDANCE POLICY

Attendance is vital to the academic success of every student. Valor Christian Leadership Academy has adopted the following attendance policy. Please review below.

SCHOOL ATTENDANCE

All children enrolled in Valor Christian Leadership Academy are required to attend school regularly during the entire 2023-2024 academic school year.

PATTERNS OF NON-ATTENDANCE

Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day. The maximum number of days that a student may be absent without acceptable documentation justifying the absence is 5.

- A. A student who has had at least 5 unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90- calendar-day period, may be exhibiting a pattern of non-attendance (F.S. 1003.26 (1) (b)).
- B. Unless acceptable documentation is presented/submitted, an accumulation of daily absences (excused or unexcused), by tardiness, or early sign-outs that equals 5 days in a marking period or 10 days within two marking periods may establish a pattern of non-attendance.
- C. If the student exhibits a pattern of nonattendance, principals may request documentation for subsequent absences. (F.S. 1003.24(4)) Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day.
- D. "Habitual truant" means a student who has 15 unexcused absences within 90 calendar days with or without the knowledge or justifiable consent of the child's parent, is subject to compulsory school attendance under s.1003.21 (1) and (2) (a), and is not exempt under s.1003.21(3) or s. 1003.24, or 3 by meeting the criteria for any other exemption specified by law or rules of the State Board of Education. (F.S. 1003.01 (8)).

ABSENCES

A. EXCUSED ABSENCES

Students shall be counted in attendance if they are away from school or on campus on a school day and are engaged in an educational activity which constitutes a part of the school-approved instructional program for students. Otherwise, students must be in school unless the absence has been permitted or excused for one of the reasons listed below (F.S.1003.24(4), 1003.26)

1. Illness of student.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student's own faith.
5. Required court appearance or subpoena.
6. Special event. Examples of special events include important public functions, conferences, state/national competitions, college/university campus tour/visit as well as exceptional cases of family need.
7. Scheduled medical or dental appointment.



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8. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of five excused days absence for each infestation of head lice.
9. Students on field trips and students who attend alternative to suspension programs or in internal in-school suspensions are not considered absent.

B. UNEXCUSED ABSENCES

Absences not excused as defined in the previous section, are considered unexcused.

C. TARDINESS

Tardiness is defined as a student not being in the classroom when the class is scheduled to begin.

1. Parents must follow the same process to excuse a tardy as they do to excuse an absence.
2. Excessive tardiness will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day.
3. Tardiness to any class without documentation may be considered unexcused.
4. Habitual tardiness is defined as being tardy 5 times within a marking period.
5. Principals have the discretion to excuse tardiness for extenuating circumstances.
6. Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences. (F.S. 1003.02 (1) (b))

D. EARLY SIGN-OUTS

1. No students shall be released within the final 30 minutes of the school day unless the principal/designee determines it is an emergency.
2. All schools will establish procedures for early release that ensure that all students are treated consistently.
3. Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day.
4. Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as unexcused absences. (F.S. 1003.02(1) (b))



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STUDENTS' RIGHTS AND RESPONSIBILITIES

1. RULES

- a. Students, when age-appropriate, have a responsibility to ask their parents to notify the school when they are absent.
- b. Students, when age-appropriate have a responsibility to ask teachers for, and to complete, make-up assignments. Assigned work is due the day of return.
- c. Students must maintain current classroom assignments while on internal suspension and turn in work daily.

PARENTS' RIGHTS AND RESPONSIBILITIES

- 1. Parents have a right to be informed of the attendance responsibilities and consequences for truancy for both parents and students.
- 2. Each parent of a child is responsible for the child's school attendance.
- 3. Parents must report their child's absence. The parent shall provide documentation of illness from a physician or public health unit.
- 4. The parents of a student expected to miss at least 15 consecutive school days due to illness, medical condition, or social/emotional reasons, or who would miss excessive days intermittently throughout the school year for the same reasons, should notify the school immediately. The school will create an instructional
- 6. Parents have a right to be notified if their child miss school and the parents have not reported the absence to the school (1003.26(1)).
- 7. It is the parents' responsibility to maintain current contact information, including telephone numbers with the school's registrar. Failure to comply may include the school needing to contact the proper authorities.

By signing this document, I understand the attendance policy as described above. I agree that I will communicate this information to my child, so that he/she is aware of the importance of attendance. I understand the effects that non-attendance has on my child's education. Habits of non-attendance will affect my child's participation in school-related events and activities. I also understand that Valor Christian Leadership Academy is required by law to report any habits of non-attendance, including truancy.

Parent Printed Name

Parent Signature

Date

Student Printed Name

Student Signature

Date



Valor Christian Leadership Academy
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