

TITLE: Elementary Tardiness and Early Check Out

FILE: JE

POLICY:

The parent of a child of compulsory age is responsible for the child's daily attendance. Nonattendance for instructional activities is established by an accumulation of tardiness, early check outs and absences for all or any part of the school day.

For learning activities to be fully effective, it is reasonable to require that each student arrive to class on time and remain for the entire scheduled school day. A student who is tardy to class or who is checked out early not only places his or her learning in jeopardy but also interrupts the learning of other students.

1. Tardiness is defined as the physical absence of a student in the classroom at the beginning of a regularly scheduled session at which he or she is scheduled to be present when the school tardy bells ring.
2. Early check out is defined as a parent or guardian signing out a child before the end of the school day.
3. A parent shall notify the school as to the reason for the tardiness or early check out. Justifiable reasons shall be determined by the principal
4. Schools shall establish procedures for early check outs that ensure students are treated consistently. A student should not be released within the final forty-five (45) minutes of the school day unless the principal/designee determines it is an emergency or an excused event.
5. The School will provide written notice to parents after three (3) tardies or three (3) early check outs within a thirty (30) day period. Additional tardies or early check outs will result in the following interventions:
 - A. A mandatory parent conference with the guidance counselor;
 - B. A mandatory conference with the principal.
6. Students will not be recognized by the School for perfect attendance when they have three or more unexcused tardies or three or more unexcused early check outs.
7. Six (6) unexcused tardies or six (6) early check outs in any forty five (45) day grading period will result in the student and their parents being referred for the following interventions:
 - referral to the Attendance Intervention Team
 - at the principal's discretion, assignment to Saturday School as detailed in the Student Code of Conduct.

8. If it is determined that the parent is the cause of the chronic tardiness or early check out without an acceptable excuse, then a referral shall be made to the State Attorney's Office. For the purposes of this policy, tardiness and early check out without an acceptable excuse are seen as a violation of 1003.21 F.S. (compulsory attendance).
9. A parent or guardian may appeal an unexcused tardy or unexcused early check out if the parent or guardian has documented proof of a student's chronic illness as a reason for the tardiness or early check out.
10. This policy will become effective January 8, 2007.
11. This policy will be reviewed every June.

STATUTORY AUTHORITY: Section 1003.26, Florida Statutes

LAWS IMPLEMENTED: Sections 1001.41; 1001.43; 1003.23; 1003.26 Florida Statutes

ADOPTED: