



Attendance Policy

Introduction

Research demonstrates that regular attendance is essential for students to achieve their full potential. The Foundations School is committed to fostering a learning environment that values student outcomes and benefits that are associated with regular attendance and punctuality. By working together with parents and guardians, we can ensure that students receive the full benefit of their education. TFS also uses attendance data in school improvement, planning, and decision-making processes.

Objectives

This document is intended to communicate our policy on student attendance and emphasize the value of consistent attendance and punctuality.

This policy clarifies requirements for student attendance and punctuality, procedures for attendance monitoring and reporting, and procedures supporting chronically absent and habitually truant families.

Attendance Requirements

- Students are expected to attend all scheduled classes and arrive on time and adequately prepared for school.
- Parents/guardians are responsible for ensuring their child's regular attendance.
- Daily attendance, late arrivals and early pick up will be recorded by the classroom teacher.

Reporting Absences

- Parents/guardians must notify the classroom teacher of student's absence.
- Notifications can be made via phone or email to the classroom teacher.
- A doctor's note to the Community Resource Liaison is required as of 3 consecutive absences due to illness. Notes from parents and/or physicians concerning an absence need only be kept until the beginning of the next school year provided no grade appeal is pending.

Excused Absences

- Illness or injury. Children must stay home if they have a fever of 100.4°F (38°C) or higher. Students should be without a fever for at least 24 hours without fever-reducing medications prior to returning to school.
- Medical or dental appointments (scheduled outside school hours when possible).
- Family emergencies.

- Religious observances.
- School-approved activities.
- Other reasons deemed acceptable by the school administration.

Unexcused Absences

- Absences without prior notification or documentation.
- Family trips or vacations.
- Absences for reasons not deemed acceptable by the school administration.

Tardiness and Early Dismissal

- Students are expected to arrive on time for school and classes.
- A student is considered tardy if they are not in class by 8:00 AM.
- Three tardies will be counted as one absence. (3 tardies= 1 Absence).
- Chronic tardiness will be addressed by the School Community Resource Liaison.
- Students will not be released during the last hour of school without prior notice. The only exception will be for Doctor's appointment and a note from the Physician will be required. Otherwise, this is considered unexcused and carries the weight of one tardy. Please notify the school in advance if you need to pick up your child early for a medical appointment.

Late arrivals and Early Pick-up Procedures

Late Arrival:

For safety and administrative reasons, all late arrivals must sign in at the main desk. Parents must park and escort the student into the building. Please do not drop off your child and drive away if you arrive late. Students will be admitted to class and a tardy will be recorded by front-desk staff.

Early Pick-Up:

Parents must sign their child out using the early pick-up log at the front desk. This log includes fields for the date, time of pick-up, reason for early departure, and the parent's signature. Please ensure the log is filled out completely. A physician's note will need to be submitted, or this early pick up will be considered unexcused.

Excessive Absences or Tardiness

- The School Community Resource Liaison will regularly monitor attendance records.
- Excessive absence is more than 7 absences within a trimester.
- For an absence where the reason is unknown, the classroom teacher will contact the student's parent to determine the reason for the absence and document in the SIS.
- School Community Resource Liaison will notify parents/guardians if a student accumulates excessive absences or tardies.
- A meeting will be scheduled with the parents/guardians to discuss attendance concerns, recommend any available support, and develop an improvement plan with the School Community Resource Liaison as of the 5th absence within a trimester.

- Continued absenteeism and excessive tardiness issues may result in further actions, such as probation, expulsion, loss of CCE tuition waiver, loss of field trips, loss of extracurricular activities, and referral to appropriate authorities or agencies if warranted.
- Conversely, accommodations for students with disabilities or chronic health conditions may be made provided teachers and staff are made aware, occurrences are documented with physician's notes, and missed work is being made up. Remediation and tutoring may be required.
- Students who do not attend 180 days during the academic year risk not being reenrolled and are at risk for grade level retention.
- The School Community Resource Liaison, COO, and Director of Schools will monitor the effectiveness of attendance interventions.

Make-Up Work due to excused absences

- Students are responsible for obtaining and completing any missed assignments due to absences.
- Teachers must provide reasonable opportunities for students to make up missed work due to excused absences.
- Students should complete make-up work within the timeframe specified by the teacher.

Attendance Improvement Incentives

- The school may at any time implement incentives to encourage regular attendance.
- Staff will develop strategies for engaging families in improving student attendance through orientations, workshops, events, or home visits.

Communication

- The school will make the attendance policy available at any time to parents/guardians, and staff.
- The policy will be discussed at orientation and posted on the school website.
- The school will also any subsequent revisions to parents/guardians.
- A physical copy can be provided if needed.
- Staff which are fluent in Spanish and Creole are available for communicating clearly with non-English speaking families.

Staff Development

- Staff and Faculty will review this policy and its implications annually.
- Professional Development regarding best practices for improving student attendance will be provided annually.
- New faculty and staff will be informed of this policy prior to their first day of teaching students.

Record Retention

- Student Attendance is considered permanent information. Attendance must be taken daily and recorded in the Student Information System.
- All notes and excuses relating to absences, tardies, and early pickups must be maintained in the SIS.

- Attendance records will be available to all teachers and administration while the student is enrolled.
- Attendance records must show the absence or attendance of each student enrolled for each school day and these records must be open for inspection by the designated school representative. These records are kept permanently.
- If the school ever becomes defunct, attendance and all permanent student record information are all transferred to the School District of Palm Beach County as required by the State of Florida.
- Only the Director of School or COO may access student records after a student becomes withdrawn or graduated.

Review and Revision

- This policy will be reviewed annually by the school administration and revised as necessary to ensure its effectiveness and compliance with relevant laws and regulations.
- This policy may be amended at any time by the COO and/or Director of Schools. Any revisions made during the academic year must be communicated explicitly to all families in writing.