



## NOTICE OF RIGHTS AND RESPONSIBILITIES OF PARENTS AND GUARDIANS REGARDING SCHOOL ATTENDANCE

The Florida Legislature finds that early intervention in school attendance matters is the most effective way of producing good attendance habits that will lead to improved student learning and achievement. Schools closely monitor attendance and are required by law to keep daily attendance records. Schools determine whether an absence is excused or unexcused according to policy. If a student between the ages of six and sixteen is absent five days during a month or ten days during three months and the principal determines that there is a pattern of non-attendance developing, the school is required by law to schedule a meeting with the parents of the child in order to resolve the attendance problem.

If joint efforts of the parent and the school are unsuccessful in resolving the attendance problem or if the parent refuses to cooperate in these efforts, the Superintendent may seek help from the courts by filing a truancy petition. Additionally, if the child is considered to be habitually truant, a Child in Need of Services (CINS) Petition or a Family in Need of Services (FINS) Petition may be filed with the circuit court. If a petition is filed, the parents and the child will be under the jurisdiction of the court.

Florida law provides that a parent or legal guardian who refuses or fails to have a child who is under the parent's or guardian's control attend school regularly commits a misdemeanor of the second degree.

### RIGHTS OF PARENTS AND GUARDIANS

- The right to be notified if their child misses school and parents have not reported the absence to the school.
- The right to be informed of the attendance responsibilities and consequences for truancy for both parents and students.
- The right to request a hearing if they refuse to participate in the interventions developed by the Child Study Team because they believe that those interventions are unnecessary or inappropriate.
- The right to request and receive information on home schooling.
- The right to request and receive information on homebound instruction.
- The right to receive notice that the school district has received the child's *Declaration of Intent to Terminate School Enrollment* (this ONLY applies to students over the age of sixteen).
- The right to receive written *Notice of Nonenrollment* if no valid reason is found for a child's nonenrollment.
- The right to receive written notice if criminal prosecution is being sought for nonattendance.

### RESPONSIBILITIES OF PARENTS AND GUARDIANS

- The child's school attendance as required by law.
- Reporting their child's absence in accordance with the procedures of the child's school.
- Providing justification for each absence.
- Providing documentation of illness from a licensed professional or public health unit if requested by school administrators.
- To notify the school and request information on homebound instruction if a student is 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.
- Signing a child's *Declaration of Intent to Terminate School Enrollment* (only students over the age of 16).
- Parents must enroll child within three days following receipt of *Notice of Nonenrollment*.

### FURTHER INFORMATION

For further information concerning school enrollment and student attendance, please contact:

Rebecca Palomino: (305) 293-1549 Ext 54308 or [Rebecca.Palomino@KeysSchools.com](mailto:Rebecca.Palomino@KeysSchools.com)

Form C, Side 1.

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## **NOTICE OF RIGHTS AND RESPONSIBILITIES OF STUDENTS REGARDING SCHOOL ATTENDANCE**

The Florida Legislature finds that early intervention in school attendance matters is the most effective way of producing good attendance habits that will lead to improved student learning and achievement. Schools closely monitor attendance and are required by law to keep daily attendance records. If a student between the ages of six and sixteen is absent five days during a month or ten days during three months and the principal determines that there is a pattern of non-attendance developing, the school is required by law to schedule a meeting with the parents of the child in order to resolve the attendance problem.

If joint efforts of the parent and the school are unsuccessful in resolving the attendance problem or if the parent refuses to cooperate in these efforts, the Superintendent may seek help from the courts by filing a truancy petition. Additionally, if the child is considered to be habitually truant, a Child in Need of Services (CINS) Petition or a Family in Need of Services (FINS) Petition may be filed with the circuit court. If a petition is filed, the parents and the child will be under the jurisdiction of the court.

Florida law provides that a parent or legal guardian who refuses or fails to have a child who is under the parent's or guardian's control attend school regularly commits a misdemeanor of the second degree.

### **RIGHTS OF STUDENTS ENROLLED IN PUBLIC SCHOOL**

- You have the right to a public school education from kindergarten through high school.
- If you are married and/or if you are pregnant, you shall not be prohibited from attending school. You shall receive the same educational instruction or its equivalent as other students, but may voluntarily be assigned to a class or program suited to your special needs. Consistent with Florida Statute 1003.21(2)(d), pregnant or parenting teens are entitled to participate in a teenage parent program. Pregnant students may attend alternative education programs or adult education programs, provided that the curriculum allows the student to continue to work toward a high school diploma.
- If you have had your driver's license suspended or denied due to habitual truancy, you are eligible to have your driving privileges reinstated or granted if you accumulate 30 days of attendance with no unexcused absences. In this situation, you are responsible for obtaining the required verification of attendance and are responsible for submitting this documentation to the Department of Highway Safety and Motor Vehicles for the purpose of reinstating or obtaining your driver's license.

### **RESPONSIBILITIES OF STUDENTS ENROLLED IN PUBLIC SCHOOL**

- You are required to attend school unless the absence has been excused.
- You have an age-appropriate responsibility to attend school regularly.
- You are expected to be on campus by the specified starting time of the school day.
- You have a responsibility to ask your parents to notify the school when you are going to be, or are absent.
- You have the responsibility to ask teachers for, and complete, make-up assignments.
- You have the responsibility to complete academic assignments while on in-school suspension and submit completed assignments as directed by your teacher(s).
- If you are at least 16 years old, you may terminate your school enrollment; however, under Florida law, YOU MUST file a formal *Declaration of Intent to Terminate School Enrollment*.
- If your intent is to quit school before you graduate. This form must be signed by both you and your parent or legal guardian. The *Declaration of Intent to Terminate School Enrollment* makes it clear that both you and your parent or legal guardian acknowledge that terminating school enrollment is likely to reduce your future earning potential. The declaration form may be obtained at your school.

### **FURTHER INFORMATION**

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