



Kids Planet School

Attendance Policy

Regular and punctual attendance is essential to student success. Frequent absences or tardiness may result in poor academic performance, limited social development, and possible academic failure. Students with good attendance generally earn higher grades, enjoy school more, and develop stronger habits for future employability.

By state law, parents and guardians must ensure that every child of compulsory attendance age attends school regularly and receives adequate education and training.

General Requirements

To receive full credit in a class, a student must:

1. Meet all academic requirements.
2. Exhibit good attendance habits as outlined in this policy.

Classifications of Absences

Excused Absences

Absences may be excused for:

- Temporary illness or injury.
- Extended absences due to physical, mental, or emotional disability.
- Participation in a school-supervised work-study program.
- Attendance at school-sponsored activities.
- Students in the custody of court or law enforcement authorities.
- Medical, dental, or agency appointments with documentation.
- Other absences approved by administration.

Notes:

- Parents must notify the attendance office within 48 hours (excluding weekends).
- Students have 2 school days to make up work for each day absent.
- Major projects are due on the assigned date.
- Out-of-school suspensions do not count as absences, but work may only be made up for partial credit (unless the administrator decides otherwise).

- Excessive excused absences may require verification from a doctor, dentist, or agency.
- Each student is allowed up to 10 excused absences per school year. Beyond this, written documentation will be required or the absence may be marked unexcused.

Prearranged Absences

- Family vacations during school are discouraged and count toward the absence limit.
- Parents should plan vacations around scheduled school breaks.
- A written request must be submitted in advance, equal to the length of absence.
- Work must be turned in before the absence unless otherwise approved.

Weather-Related Absences

- Parents may keep children home if weather conditions are unsafe.
- If the school closes or delays opening, students will not be penalized.

School-Sponsored Activities

- Absences for field trips, performances, conferences, or other approved events are excused.
- Teachers/administrators will receive advance notice of participants.
- Work is generally due before the event unless otherwise approved.
- Participation may be denied if academic, behavioral, or attendance expectations are not being met.

Unexcused Absences

- Any absence not meeting the excused criteria is unexcused.
- Parents will be notified whenever possible.
- Progressive steps:
 - 3 days unexcused → written notice to parents.
 - 5 days unexcused → second written notice.
 - 7 days unexcused → notice of non-compliance.
 - 10 days unexcused → state truancy procedures will apply.

Habitual Truancy: Students with excessive unexcused absences may be reported as “habitually truant” to the Florida Department of Education. The school may:

- Require an attendance contract.
- Refer the student/family to outside agencies.
- Assign academic penalties tied directly to missed classes.

Tardiness

- A student is tardy if they arrive after class begins without an approved excuse.
- Leaving early without authorization may also be considered tardiness.

Steps:

- 4th tardy/early out → teacher contacts parent.
- 5th tardy/early out → administrative referral, conference, and disciplinary action.

Students with repeated tardiness may be placed on an attendance contract or referred for truancy proceedings.

Truancy

- A student absent without parental excuse, or who leaves class/school without permission, is considered truant.
- Habitually Truant: defined as 4 unexcused absences in a school year.
- Suspensions/expulsions are not included in truancy totals.

Flexibility for Students with Unique Abilities

At Kids Planet School, we recognize that every child learns and grows differently.

- Students with unique abilities may be granted flexibility in attendance requirements.
- This flexibility will only be provided following prior conversation and agreement with school administration and parents/guardians.
- Individualized attendance accommodations will be designed to support the student's educational and developmental needs while maintaining consistency in learning.