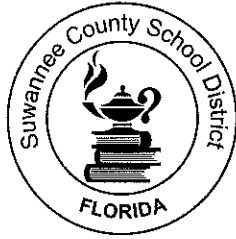


SUWANNEE COUNTY SCHOOL DISTRICT



702 – 2nd Street, NW • Live Oak, Florida 32064
Telephone: (386) 647-4600 • Fax: (386) 364-2635
www.suwannee.k12.fl.us

TED L. ROUSH
Superintendent of Schools

*"Suwannee County School District will be a system of excellence
ensuring all students are prepared for personal success."*

JERRY TAYLOR
DISTRICT 1

CATHERINE CASON
DISTRICT 2

TIM ALCORN
DISTRICT 3

ED DA SILVA
DISTRICT 4

RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

Date: _____

Dear Parent/Guardian:

Your child was sent to the clinic today with evidence of head lice.

Due to an increased amount of feedback and input from all stakeholders regarding our district's **Head Lice Procedures**, the district has modified the school level protocol for dealing with this nuisance issue. The following is a summary of the updated procedures.

- Students suspected of having head lice will be referred individually and confidentially to the school nurse for screening.
- If a child has live bugs and/or a nit infestation, the parent will be contacted by the school to pick up the child and be given information by the school nurse on treatment options.
- Once treated, the parent must bring the child to school to have a recheck performed by the school nurse. A child may then resume attendance and remain at school if found on the re-entry check to be free of live bugs and substantially nit-free.
- A student will be able to receive one day of administratively excused absence for a head lice infestation, following the day the child was picked up from school upon discovery of the head lice. A child that is sent home on the last day of the school week will not have the following school day (for example, a Monday after a weekend) excused.
- A total of four (4) administratively excused days per year is allowed for head lice treatment as verified by the school nurse. Absences that are unexcused and occur beyond the four (4) day limit will be counted toward a child's attendance record. Please see the truancy information on the reverse side of this letter.

It is our district's desire to maintain an atmosphere conducive for uninterrupted teaching and learning. Thank you for your attention to the information provided. Please visit our website for the most recent information on head lice at <http://www.suwannee.k12.fl.us/head-lice>.

**For treatment options and other helpful information about head lice, please visit
<http://www.cdc.gov/parasites/lice/head/treatment.html>.**

Sincerely,

Ted L. Roush
Superintendent of Schools

/mh

Attendance Policies

Excessive Absences:

If a student 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, the student may be exhibiting a pattern of nonattendance and this may be considered excessive. The student may be referred to the school's child study team to determine if early patterns of truancy are developing. If it is determined that an early pattern of truancy is developing, regardless of whether the absences are excused or unexcused, a meeting with the parent/guardian shall be scheduled to identify potential remedies. If absences continue to be a concern, despite intervention attempts, the school may make a recommendation for filing a truancy petition. [§§1003.26 and 984.141, Florida Statutes]

Truancy:

A habitual truant is defined by law as a student who has 15 unexcused absences within 90 calendar days, with or without the knowledge or consent of the parent/guardian. [§1003.01(8), Florida Statutes] Accumulated tardies and early check outs shall be considered unexcused absences. Four unexcused tardies or early check outs will equal one unexcused absence for the purpose of defining a habitual truant. The Superintendent must provide the Department of Highway and Motor Vehicles (DHMV) with the name of each habitual truant, age 14-18. The DHMV may not issue a driver's license or learner's driver's license to and shall suspend any previously issued license of any such student. [Chapter 322, Florida Statutes] Families receiving public assistance for a student through the State of Florida WAGES program may have that assistance withdrawn if the student is classified as truant. Students, 18 years of age and older, shall have all rights accorded to their records, unless they are dependent on their parent/guardian as defined in the Internal Revenue Code. Students, 18 years of age and older, in K-12 educational programs are required to be in compliance with attendance and discipline policies of the SCSD.

Students and families violating the state truancy law may face court action. [§§1003.27 and 1003.29, Florida Statutes]

- a. **Elementary and Middle School** – Student with absences is responsible for making arrangements with the teacher to make up all work and assignments within a reasonable time after their return to school. Arrangements to make up work are to be made with the teacher and are the responsibility of the student.
- b. **High School** – Daily school assignments missed because of an unexcused absence shall be made up for, at least, partial credit if made up within the reasonable time frame (two days for each day absent).

On the third unexcused absence within the previous 30 school days, a letter will be sent to the parent/guardian informing them of the compulsory school attendance law and their legal obligation to follow the law. Legal actions, including possible criminal charges, will be pursued when the parent/guardian ignores school attendance requirements.