

Attendance Policy/Procedure – Board Policy 5200

Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.

Excused Absences and Tardies

It is the responsibility of the parent/guardian to report and explain an absence or tardiness to the school within three days upon the student's return to the school or the absence will stay as unexcused.

1. Student illness: **Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider.** The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment, must be submitted to the Principal.
3. Death in the immediate family
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed.
5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal. The student must receive advance written permission from the Principal or the principal's designee. Examples of special events include: public functions, conferences, and regional, state and national competitions.
6. Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.
7. Outdoor suspension.
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the Principal. The Principal shall require documentation related to the condition.

Unexcused School Absence

Any absence that does not fall into one of the above excused absence categories shall be considered unexcused. Any student who has been absent from school will be marked unexcused until they submit the required documentation as specified above. Failure to provide required documentation within three (3) school days upon the return to school will result in an unexcused absence. Unexcused absences include:

1. Vacations, personal services, local non-school event, program or sporting activity
2. Older students providing day care services for siblings;
3. Illness of others;
4. Non-compliance with immunization requirements (unless lawfully exempted).

Late Arrival and Early Dismissal – School Board Policy 5230

Students shall be in attendance throughout the school day. If a student will be late to school or dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal. Students will be counted absent if they are not present in class for at least half of the class period.

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Students are to be counted in school attendance only if they are actually present for at least two hours of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.

Attendance Review Committee

The Attendance Review Committee is comprised of a minimum of a student services representative and an administrator or administrative designee and will provide guidance and support to students with significant absences. They are expected to:

1. Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences in a semester or ten (10) unexcused absences in an annual course.
2. Convene a minimum of six (6) designated times per year.
3. Give consideration to all extenuating circumstances surrounding student absences. The Attendance Review Committee is charged with the responsibility of prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the following:
 - a. Issuing of quarterly, semester or final grades.
 - b. Temporary withholding of quarterly, semester or final grades. The following are among possible options:
 - (1) Make-up assignments
 - (2) Attendance probation for the following grading period(s)
 - (3) Completion of a school service project
 - c. Permanent withholding of his/her right of final appeal to the Regional Superintendent or designee.
4. Review attendance history for student(s) exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.
5. An out of area transfer may be denied or revoked at any time due to poor attendance and tardiness; or disruptive behavior which results in a significant loss of instructional time. If the transfer is revoked, the student will be assigned to the school that serves the verifiable residence address.