

Attendance Policy – Board Policy 5200

Student attendance is a means of improving student performance and is 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 School and Class Absences and Tardies

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 to receive an excused absence 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 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 or principal's designee: The student must receive advance written permission from the principal or the principal's designee. Examples of special events include public functions, conferences, regional, state, and national competitions.

6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor suspensions
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the situation.

Unexcused School Absence

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

1. Absences due to vacations, personal services, local non-school events, program, or sporting activity
2. Absences due to older students providing day care services for siblings
3. Absences due to illness of others
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted)

Attendance (Absence)	Corrective Strategies
1 unexcused absence	Teacher reminds student to bring note
2 unexcused absences	Teacher reminds student to bring note & make parent contact (phone call)
3 unexcused absences	Parent contact (phone call & e-mail)

4 unexcused absences	Parent contact (phone call & e-mail) copy administration on e-mail
5 unexcused absences	Parent contact (phone call & e-mail) and Referral to Administration

Attendance (Tardies)	Corrective Strategies
1 unexcused tardy	Teacher gives student a warning
2 unexcused tardies	Parent contact (phone call & e-mail)
3 unexcused tardies	Parent contact (phone call & e-mail) and teacher issue detention
4 unexcused tardies	Parent contact (phone call & e-mail) and teacher issue detention
5 unexcused tardies	Parent contact and Referral to administration

Arrival/Dismissal

School Hours:

The Miami-Dade County Public Schools (M-DCPS) system has devised strict guidelines for the safety and protection of your child. Therefore, your cooperation is needed for school officials to properly enforce the school's arrival, departure, and early dismissal procedures. School hours are as follows:

KINDERGARTEN and FIRST GRADE: 8:20 AM – 1:50 PM - Monday – Friday
 SECOND through EIGHTH GRADE: 8:35 AM – 3:05 PM - M, T, TH, & F

1:50 PM - Wednesday Dismissal

Teachers' responsibility for supervising students begins daily at 8:10 AM in the PLC and 8:25 AM in the Main Building and ends at the established dismissal times note.

With the school's current supervision policy, school personnel cannot undertake the responsibility of supervising students before and after school hours. Therefore, parents and guardians are responsible for arranging the care of their children before and after school.