

The School Board of Miami-Dade County  
Bylaws & Policies

5200-ATTENDANCE

Parents and students are responsible for attendance which shall be required of all students during the days and hours that the school is in session.

Students are counted in attendance only if they are present for at least two (2) hours of the school day.

Absences shall be reported to the school attendance office by the parent or adult student. **It is required that the parent provide a statement of the cause for such absence or required documentation within (3) school days upon the return to school of the student or the absence will result in an unexcused absence.**

REASONABLE EXCUSES FOR TIME MISSED AT SCHOOL:

Only absences listed below will be marked as excused once documentation is received:

- A. Personal illness of the student. Medical evidence must be provided when exceeding 5 consecutive days.
- B. Court appearance of the student.
- C. Absence due to a medical appointment requires a written statement from a health care provider.
- D. Observance of a religious holiday when it is mandated for all members of a faith.
- E. Death in the immediate family.

UNEXCUSED ABSENCES

- A. Vacations, personal services, local non-school event, program or sporting activity.
- B. Older students providing day care services for siblings.
- C. Illness of others.
- D. Non-compliance with immunization requirements.

TARDINESS

A student is considered tardy if they are not present in class when the school late bell rings.

EARLY SIGN OUTS

No student shall be released within the final thirty (30) minutes of the school day. Please schedule doctor's appointment after school hours and/or pick up students with sufficient time so that it does not interfere with the 30-minute rule.

PK-thru 1<sup>st</sup> Grade: Parent must arrive to the main office not later than 1:15pm for early sign out.

2<sup>nd</sup> -8<sup>th</sup> Grade: Parent must arrive to the main office not later than 2:30pm for early student sign out.

## Attendance

### • School Attendance

Students are to be counted in attendance only if they are present for at least two (2) hours of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.

### • Excused School and Class Absences

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 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 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 be 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, and 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 condition.

### • Unexcused School Absence

Absences not included in excused absences listed above shall be unexcused. Any student who has been absent from school will be marked unexcused absent until s/he submits the required documentation. Failure to provide required documentation within three (3) school days upon the return to school will result in an unexcused absence. Unexcused absences do not require that the teacher provide make-up work for the student.

Unexcused absences include:

1. Absences due to vacations, personal services, local non-school event, program or sporting activity.

2. Absences due to older student providing day care services for siblings.

3. Absence due to illness of others.

4. Absences due to non-compliance with immunization requirements (unless lawfully exempted).