



Attendance Policy

Dear Parents,

Encouraging regular school attendance is one of the most powerful ways you can prepare your child for success—both in school and in life. When you make school attendance a **priority**, you help your child get better grades, develop healthy life habits, improve their reading skills, avoid dangerous behavior and have a better chance of graduating from high school.

M-DCPS School Board Attendance Policy - 5200 – ATTENDANCE - Attendance Defined

- A. School Attendance - Students are to be counted in attendance only if they are actually 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.
- B. Class Attendance - Students are to be counted in attendance if they are physically present in class for at least half of the class period, have been excused by the teacher on a class-related assignment, or have been requested by a member of the school support staff for an approved school activity.
- C. Tardiness - A student is considered tardy if they are not present at the moment the school bell rings for the class assigned. NOTE: If a student is not present when attendance is taken but is present later in the school day, that student must be considered in attendance, but tardy, and the absence should be changed. A student who is tardy should never remain on record as being absent.
- D. Early Sign-outs –No student shall be released within the final thirty (30) minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness).

Excessive Absences/Tardiness/Early Sign-Outs

A student accumulating **ten or more class unexcused absences** in an annual course or **five or more class unexcused absences** in a designated semester course may have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee. *A student obtaining 10 or more unexcused absences and/or tardies may not be eligible to participate in extracurricular activities, field trips, and clubs.* Additionally, a student who is picked up from school before the completion of their school day is missing important instruction. If you sign-out your child more than 3 times per nine-weeks you will also be required to provide documentation as indicated below.

The parent shall:

- A. be responsible for their child's school attendance **as required by law** and stress the importance of regular and punctual school attendance with their child;
- B. report and explain an absence or tardiness to the school or an early release from the school; The Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. **The District reserves the right to verify such statements and to investigate the cause of each single absence. Failure of the parent to provide required documentation within three days upon the student's return to school will result in an unexcused absence.**
- C. ensure that the child has requested and completes make-up assignments for all excused absences/tardiness/early releases from the teachers upon return to school or class;
- D. appear before the Attendance Review Committee at the scheduled time to provide information relating to their child's absences and to support prescribed activities.
- E. **excuse your child's absence by sending an email to 5381attendance@dadeschools.net or send a written note to your child's teacher no later than 3 days from the date of absence. It is highly suggested that you utilize the email provided above and copy ALL your child's teachers.**

Reasonable excuses for time missed at school:

- A. Personal illness of the student (medical evidence may be required by the Principal for absences exceeding five (5) consecutive days). 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, s/he must be under the supervision of a health care provider in order to receive excused absences from school.
- B. Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.
- C. Absence due to a medical appointment requires a written statement from a health care provider indicating the date and time of the appointment and submitted to the Principal.
- D. An approved school activity (i.e. field trips) (absences recorded but not reported).
- E. Other absences with prior approval of the Principal.
- F. Attendance at a center under Department of Children and Families supervision.
- G. Significant community events with prior permission of the Principal. When more than one (1) school is involved, the Region Superintendent will determine the status of the absence.
- H. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service should be observed.
- I. Death in the immediate family.
- J. 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. Examples of special events include: public functions, conferences, and regional, State, and national competitions.
- K. Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.
- L. Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal, requires documentation related to the condition.

Unexcused absences include absences due to:

- 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 (unless lawfully exempted).

Truancy

If a child does not comply with efforts to enforce school attendance, the Superintendent may file a truancy petition. Any student who has **a total of fifteen (15) days of unexcused absence from school** within a ninety (90) calendar day period will be considered habitually absent. **If a student has had at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reasons are unknown, within a ninety (90) calendar day period, the student's primary teacher shall report to the school principal or his/her designee that the student may be exhibiting a pattern of nonattendance.** The principal shall determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent will be scheduled with the child study team to identify potential remedies.

Please make attendance an important priority to help your child succeed. If you have any questions, please contact Ms. Maria Mendez, Community Liaison Specialist at 305-226-7001 or Ms. Adriana Bode, Assistant Principal.

Thank you in advance for your cooperation.

Truly,

Naomi P. Simon
Principal



Attendance Policy Acknowledgement

Student ID: _____

Student Name: _____

Grade: _____ Teacher: _____

By signing below, we affirm our commitment to maintaining the expectations and responsibilities outlined in this attendance policy, aimed at fostering a positive learning environment at EWF Stirrup Elementary. *Please sign and return to your child's teacher.*

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Reconocimiento de Política de Asistencia

Número de Estudiante: _____

Nombre del Estudiante: _____

Grado: _____ Maestro/a: _____

Al firmar a continuación, afirmamos nuestro compromiso de mantener las expectativas y responsabilidades delineadas en esta política de asistencia, con el objetivo de fomentar un ambiente de aprendizaje positivo en la Primaria EWF Stirrup. Por favor, firme y devuelva este documento al maestro/a de su hijo/a.

Firma del Estudiante: _____ Fecha: _____

Firma del Padre/Madre/Tutor: _____ Fecha: _____