

Attendance Policy

Maintain school attendance per School Board Policy 5200, which states that a student may not accumulate more than ten (10) unexcused absences within the school year or five (5) unexcused absences within a quarter.

1. Excused Absence

- a. Students may be legitimately absent from school for the following reasons.
 1. Student illness (3 or more consecutive days will need a Doctor's Note)
 2. Medical appointment
 3. Death in the family
 4. Observance of a religious holiday acknowledged by a majority of the faith.
 5. Events or activities that are approved and sponsored by the school.
 6. Other individual absences beyond the control of the parent or student as determined and approved by school administration.
- a. Students with special circumstances should have their parent contact school administration. In some instances, this may enable the student to receive a permissible excuse to do the work assigned in advance.
- b. After 10 excused absences, only a doctor's note may be submitted.
- c. Parent Letters or Doctor's Note need to be emailed to: 5561Attendance@dadeschools.net

Cont. Attendance Policy

2. Unexcused Absence

a. Any absence that does not fall into one of the excused absence categories will be considered unexcused. If a student does not adhere to the strict attendance policy, they will be referred to the Attendance Review Committee to address excessive absences.

3. Tardy Policy

- 1st – 10th Tardy: Warning
- 11th Tardy: Detention
- 15th Tardy: Parent Conference
- 20th Tardy: No school/field trip participation

4. Early student Pick-up

- Student may be picked up by parent or designee listed on the emergency contact card.
- Person picking up student must bring a valid picture ID. NO PICTURE on the cell phone.
- As per district policy, students are **not allowed** to be picked up **30 minutes** before dismissal time. PreK-1st Grade no later than 1:20pm and Grades 2nd – 8th no later than 2:35pm.