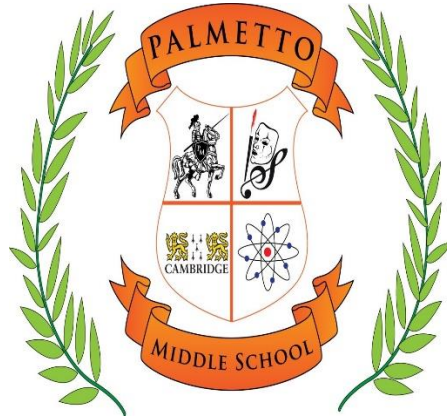


ATTENDANCE AT PALMETTO MIDDLE SCHOOL

EVERY DAY COUNTS!



ACADEMIC SUCCESS STARTS WITH ATTENDANCE!

PLEASE HELP YOUR CHILD SUCCEED BY ENSURING HE OR SHE IS PRESENT AND ON TIME EVERY SINGLE DAY. IF YOUR CHILD IS ABSENT, PLEASE EXCUSE HIS OR HER ABSENCE.

*****PLEASE EMAIL ALL ATTENDANCE ISSUES TO:**

6701ATTENDANCE@DADESCHOOLS.NET

Please read attendance guidelines found below:

School begins each day at 9:10 am. Students should arrive to school no later than 9:00 am, so that they have enough time to arrive to their classroom by the 9:10 am bell.

Students who arrive **tardy** to school (i.e., after 9:10 am) will earn an unexcused tardy for the day, unless official documentation justifying the date and time he or she missed school is provided to the school Main Office. (Official documentation may include a note from a medical provider, proof of a medical appointment, law enforcement reports, court or subpoena orders).

Tardies to school without official documentation substantiating the tardy may be excused on a case-by-case basis and will require a parent meeting with an administrator.

Excessive tardies to school will ultimately result in the loss of student privileges to participate in school sponsored activities and/or athletic events.

School Attendance defined: Students are to be counted in attendance only if they are actually present for at least two (2) hours of the school day.

Class Attendance defined: Students are to be counted in class 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.

It is the parent's responsibility to report and explain their child's absences and/or tardies to school. **Absences may be excused with written notification to the school within three (3) days of the absence(es) for the following reasons:**

- o Student illness (5 or more consecutive days of missed school will require a written statement from a health care provider)
- o Medical appointment
- o Death in the family
- o Observance of a religious holiday or service
- o Official school-sponsored event or activity

- o Court subpoena
- o Outdoor suspension or alternative educational assignment

Any other extenuating circumstances beyond the control of the parent or student are subject to administrative scrutiny and approval.

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 absent” until he or she submits required documentation as specified above. **Failure to provide required documentation within three (3) school days upon the student’s return to school will result in an “unexcused absence.”**

It is the student’s responsibility to request make-up assignments from his or her teacher(s) for all days of excused absences/tardies upon his or her return to school or class. It should be noted that all classwork, due to the nature of instruction, is not readily subject to make-up work.

It is also the student’s responsibility to complete the make-up assignments for classes missed within three (3) days of his or her return to school. Failure to make up all assignments may result in a lower assessment of the student's academic and/or effort grade. Extensions to the three (3) day time limit may be made in extenuating circumstances with the discretion of the teacher and/or with administrative review and approval.

Unexcused absences do not require that the teacher provide make-up work for the student.

Early Sign-outs: The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the final thirty (30) minutes of the school day (i.e., after 3:20 pm).

***For additional information on MDCPS’s attendance policies, please refer to our School Board Rules at <http://www.dadeschools.net/schoolboard/rules/Chapt5/5a-1.041.pdf> and at <http://www.neola.com/miamidade-fl/>

TYPES OF ABSENCES

EXCUSED ABSENCES

Board Policy [5200](#) -Attendance, defines Excused School Absence as:

- A. Personal illness of the student (medical evidence may be required by the principal or designee 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, the student must be under the supervision of a health care provider in order to receive excused absences from school.
- B. 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.
- C. Death in immediate family.
- D. An approved school activity (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 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 is observed, see [Exhibit#2](#) for the 2021-2022 School Calendar.

The religious holiday listed on the district's approved list of religious holidays ([Exhibit #3](#)) are to be marked with an "X" (this attendance code may not disqualify students from Perfect Attendance recognitions/awards)

- I. Military Connected Students – M-DCPS is committed to assist students from military families and will continue efforts to facilitate the development and implement policies that directly impact children of military personnel. In an effort to ease the burden of our students who have parents that may be deployed or on "Block Leave", schools will allow up to a total of five days of excused absences each academic year to allow families time together.
 - The absences are to be preapproved by the school principal.
 - Students shall have a reasonable amount of time, to complete make-up work.
 - Attendance Correction Form ([FM-5556](#)) will be sent to the Federal and State Compliance Office, via [Ivanti Service Manager \(ISM\)](#) for processing.

Furthermore, attendance recordkeeping programs have been modified to ensure that students may not be disqualified from Perfect Attendance recognitions/awards at the school or district level. Deployment-related absences will not negatively impact a school's percent of attendance.

- J. 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: public functions, conferences, and Regional, State and National competitions.