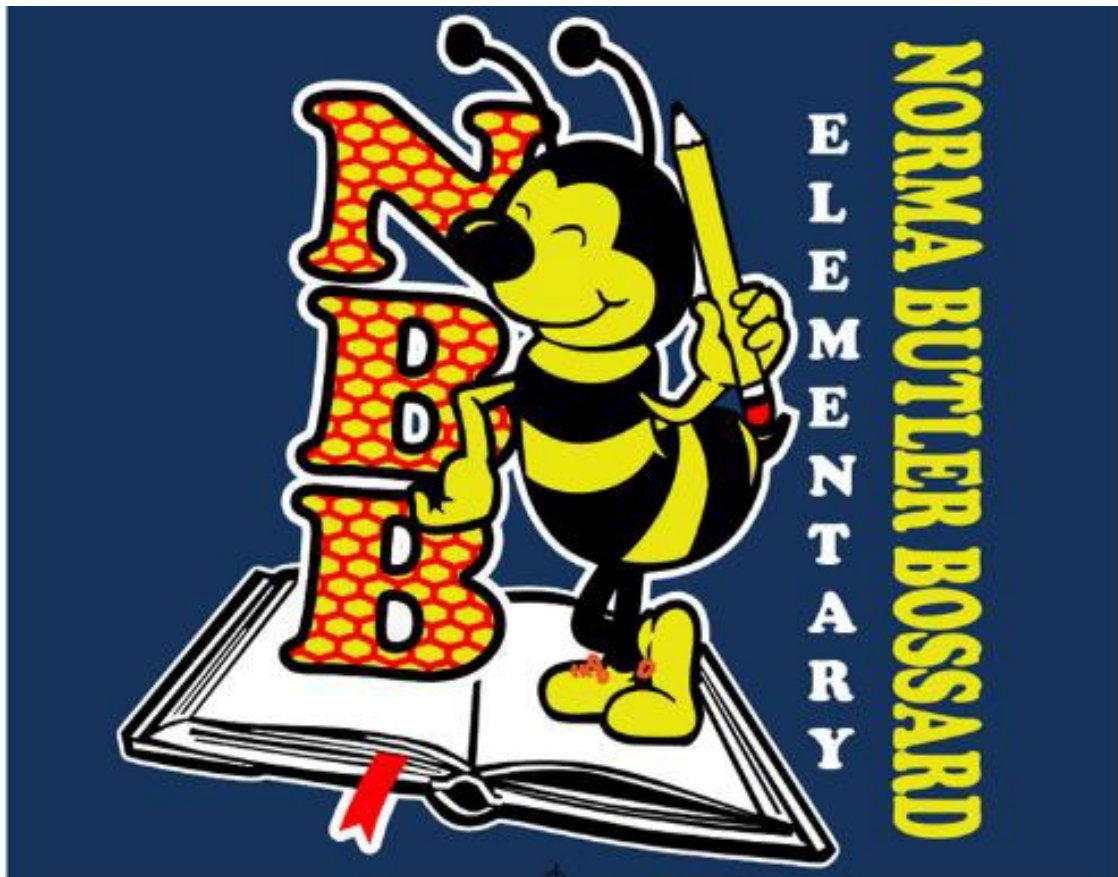


Norma Butler Bossard Elementary School Attendance Policies

2024 – 2025



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.

Absences

Anytime a student returns to school after an absence, a note **MUST** be submitted from home and given to his/her homeroom teacher or emailed to attendance0125@dadeschools.net; otherwise, the absence is marked **unexcused**. Excused absences include illness of the student, death in the family, school sponsored event, religious holiday, court appearance, subpoena by law enforcement, or other absences beyond the control of the parent or student (approved by the principal). Students will have three days for every **excused** absence to make up the work. **Students accumulating more than 10 excused absences during the school year MUST provide official documentation for all future absences to be considered excused.** All subsequent absences beyond the 10 will be unexcused without official documentation. Five (5) or more unexcused absences will warrant a formal meeting with a school administrator, a student services representative (counselor), and/or the School Attendance Review Committee as per the Miami-Dade County Truancy Intervention Program. Ten or more unexcused absences in an annual school year may result in retention. Assignments missed because of an unexcused absence will not be allowed to be made-up and will result in a failing grade.

Excused School and Class Absences and Tardies

1. Student illness: Students missing 3 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 in order 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 provided.
3. Death in the 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. 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. Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.
7. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal. The principal shall require documentation related to the condition.

Unexcused School Absence

Any absence that does not fall into one of the above excused absence categories shall be considered unexcused. Any student who has been absent from school will be marked unexcused until they submit the required documentation as specified above. **Failure to provide required documentation within three (3) school days upon the return to school will result in an unexcused absence.** Unexcused absences include:

1. Vacations, personal services, local non-school event, program or sporting activity
2. Older students providing day care services for siblings
3. Illness of others
4. Non-compliance with immunization requirements (unless lawfully exempted)

Attendance Review Committee

The Attendance Review Committee is comprised of a minimum of a student services representative and an administrator or designee and will provide guidance and support to students with significant absences. They are expected to:

1. Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences.
2. Convene a minimum of six (6) designated times per year.
3. Consider all extenuating circumstances surrounding student absences. The Attendance Review Committee is charged with the responsibility of prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the following:
 - a. Issuing of quarterly, semester or final grades.
 - b. Temporary withholding of quarterly, semester or final grades. The following are among possible options:
 - i. Make-up assignments
 - ii. Attendance probation for the following grading period(s)
 - iii. Completion of a school service project
 - c. Permanent withholding of quarterly, semester, or final grades and credit. The student is to be informed of his/her right of final appeal to the area superintendent or designee.
4. Review attendance history for student exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.

Early Sign Out

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 unless authorized by the principal or principal's designee (i.e., emergency, sickness).

Late Arrival

Students who are tardy to school must report to the Attendance Office to secure an admit. Excessive tardiness may result in loss of privileges, detention, parent conference, and/or suspension.