

HOWARD D. MCMILLAN MIDDLE SCHOOL ATTENDANCE POLICY

The student, parent, and school agree that the student's education is based on the student's participation in school, and the key to participation is regular attendance at the school. Therefore, the school agrees to provide an educational environment and the student agrees to be in attendance in accordance with this contract as follows:

- I. Students need to attend school daily; absences are excused for the following reasons:
 - a. Student illness
 - b. Medical appointment that cannot be scheduled after school
 - c. Death in family
 - d. Observance of a religious event mandated for all members of this faith
 - e. Assigned court dates (written documentation from the court)
 - f. School-sponsored event or activity previously approved

NO SIGN OUTS WILL BE PERMITTED AFTER 3 P.M.

- II. When an absence occurs, the student agrees to provide a note from the parent explaining the absence and containing contact numbers. Students must have official documentation with the signed note if the absence is due to an appointment or court date. Notes must be submitted before school. Students **ONLY** have two (2) days to have the absence excused. The student will have the responsibility of obtaining teacher's signatures and saving admits. These admits may be needed for an appeal.
- III. Any student who accumulates ten (10) unexcused absences for an annual course or five (5) unexcused absences for a semester course may receive a NC (No Credit) in that course. (There will be no make-up hours).
- IV. Once a student accumulates a total of ten (10) absences, excused or unexcused, a parent or student must submit a doctor's note or **the parent must come into the Attendance Office in person in order to excuse the absences. THIS MUST BE DONE WITHIN THE TWO-DAY DEADLINE FOR THE ABSENCE TO BE EXCUSED.**
- V. Students who are tardy to school must report to the Attendance Office to secure an admit. Once a student accumulates ten (10) tardies, notes are no longer accepted. Additionally, excessive tardies may result in loss of privileges and/or detention/suspensions.
- VI. Individuals **NOT LISTED** on the emergency contact card **WILL NOT** be permitted to sign a student out of school. **NO EXCEPTIONS.**
- VII. The student and parent should accept the responsibilities and duties implied for the above and agree to follow directions of the staff and Attendance Appeals Committee.

This agreement is based on the laws of the State of Florida and rules of the School Board of Miami-Dade County. Questions may be directed to the Attendance Office. Please review the Attendance Policy and read the Howard D. McMillan Middle School Attendance Agreement and understand ALL of its requirements.