

## MIAMI ARTS STUDIO

### ATTENDANCE POLICY AND PROCEDURES

Regular and punctual school attendance are two important factors that contribute to successful student progress in school. As such, MDCPS has an obligation to inform parents of student absences, tardies, and excused earlyies, and to ensure that attendance laws are enforced.

**It is the parent's responsibility to monitor and ensure that their student is following the attendance guidelines.**

#### ATTENDANCE - ABSENCES

The attendance policy at Miami Arts Studio is as follows:

- Students are permitted 10 total absences (excused and unexcused total) for the entire school year.
- **Parents** must send an email with appropriate documentation directly to [6052attendance@dadeschools.net](mailto:6052attendance@dadeschools.net) within three days of an absence in order to excuse the absence. **Email must be sent by the parent – NOT THE STUDENT.**
- Excessive absences (more than 10) will require a doctor's note and may affect student participation in school activities and performances (as per Form 7155).
- Excused absences are defined by School Board Policy 5200.
- A student must be present for the school day in order to participate in after school activities.
- Any student who fails to attend school regularly will be referred to the ATTENDANCE REVIEW COMMITTEE.

#### EARLY SIGN-OUTS

- Students are permitted a total of 10 early sign-outs for the entire school year.
- Every effort should be made to make appointments after school.
- No student shall be released within the final thirty minutes of the school day.
- A student may only be released to a person whose name appears on the Emergency Contact Card. **WE WILL NOT RELEASE A STUDENT TO ANY PERSON NOT INDICATED ON THE EMERGENCY CONTACT CARD.**
- A physical license is required when requesting a student for early sign-out. All visitors must insert their physical license in the RAPTOR system before entering the main office.
- **NO PICTURES OF LICENSES WILL BE PERMITTED.**
- Students with excessive early sign-outs (more than 10) will not be permitted to participate in school activities and performances.

#### TARDIES

- Traffic is heavy. Every effort should be made to arrive to school on time. Please make adjustments accordingly.
- A maximum of 20 tardies is permitted for the entire school year.
- **DO NOT SEND AN EMAIL** regarding tardies as all tardies are unexcused.
- Students will receive a lunch detention on the 11<sup>th</sup> tardy and will be placed on ATTENDANCE PROBATION on the 15<sup>th</sup> tardy. On the 20<sup>th</sup> tardy, students will be removed from all school activities and performances.