
MIAMI COMMUNITY CHARTER SCHOOL

ELEMENTARY - MIDDLE – HIGH SCHOOL

BUILDING 1: 101 REDLAND ROAD, FLORIDA CITY, FLORIDA 33034 PHONE: 305.243.2522 FAX 305-245-2527
BUILDING 2: 18720 SW 352nd STREET, FLORIDA CITY, FLORIDA 33034 PHONE: 786.243.9981 FAX: 786.217.6804

Miami Community Charter School Attendance Policy

The most important factor to a successful school progress is a regular school attendance. Students who are absent excessively from the instructional program will fall behind in their academic achievement. Excessive school absenteeism can result in course failure. The attendance policy is established by the School Board. The school attendance rules are as follows:

1. A student accumulating ten or more unexcused class absences in an annual course or five or more unexcused absences in a semester course will be subject to withholding of final credit, pending an administrative screening and/or review of all absences.
2. The administration and school counselors reviews all attendance infractions in the school. The administration and school counselors have the responsibility to review student attendance petitions during the last week of the course(s) and recommend the:

- Issuing of final grades;
- Temporary withholding of final grades pending makeup assignments; permanent withholding of final grades and credit.
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3. The following are considered excused absences:

- Student illness
- Medical appointment
- Death in family
- Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed
- School sponsored event or activity previously approved
- Educational or enrichment activity that is not a school-sponsored event, as determined and approved by the principal or designee
- Other individual student absences or tardies beyond the control of the parent or the student as approved by the principal or designee

NO SIGN OUTS WILL BE PERMITTED AFTER 2:30 P.M.

4. All other absences or tardies not listed above in item 3 are considered unexcused.
5. The student is expected to:
 - Take advantage of his/her educational opportunity by attending all classes punctually on a daily basis.
 - Provide the school with a written explanation within two days for any absences/tardies including parents contact numbers.
 - Request the make-up assignment for all excused absences/tardies from his/her teachers
 - upon his/her return to school or class. It should be noted that all class work, due to the nature of instruction, is not readily subject to make-up work.

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- Complete the make-up assignment for all classes missed within the time allowed by the teacher/s.
 - Failure to make up all assignments will result in lower assessment of the student's academic and/or effort grade.
 - Provide written documentation for all absences to the attendance to the administration.
 - Appear to the meeting at the scheduled time with a parent or guardian.
6. The parent is expected to:
- Be responsible for his/her child's school attendance as required by law.
 - Be aware that tardiness places the student's learning in jeopardy and interrupts the learning of other students.
 - Stress the importance of regular and punctual school attendance with his/her child.
 - Parent has (2) school days to excuse the student's absence.
 - Attend the attendance review meeting at the schedule time to provide information relating to your child's absences.

What happens when a student has excessive absences?

1. If the student has (3) or more unexcused absences, a letter will be sent home, there will be a conference with the student, and they are placed under academic advisement.
2. If the student has (5) or more unexcused absences, a second letter is sent home, a conference with the student and parent, grades can be withheld, student is placed in probation.
3. If the student has (10) or more unexcused absences, a third letter is sent home, a second conference with the parent and the student, grades are withheld, the student may request a review on his/her case.
4. If the student has (15) or more unexcused absences, a third conference with the parent and the student, a letter will be send to the Office of the State Truancy Intervention Program.

In order to receive an admit from the office excusing an absence or tardy, the student must provide the office within (2) school days, a note from a parent or doctor explaining why the student was either absent or tardy. The office will only be issuing these passes to the students from 7:35 – 7:50 am. The student has (2) school days to bring their note. Once they bring their note an admit will be issued to the student, that they must show to all their teachers and have them sign it in order to excuse the student's absence. Once all teachers sign, we suggest that the student keep the admit for future reference.