



Superintendent of Schools

Dr. Jose L. Dotres

Miami-Dade County School Board

Mari Tere Rojas, Chair

Monica Colucci, Vice Chair

Roberto J. Alonso

Dr. Dorothy Bendross-Mindingall

Mary Blanco

Danny Espino

Dr. Steve Gallon III

Joseph S. Geller

Luisa Santos

August 15, 2024

SCHOOLWIDE ATTENDANCE POLICY

Dear Parents/Guardians,

Student attendance is a means of improving student performance and is critical in raising student achievement. Gateway Environmental K-8 Learning Center has implemented the following procedures and policies regarding student attendance in conjunction with Miami Dade County Public Schools' Attendance policy.

Absences will initially be recorded as "unexcused" and will be changed, if appropriate, upon receipt of reason for absence. Parents/guardians **must** provide a written notice to the school as to why the student was absent within three (3) days upon the return of the student to school. **Failure to provide required documentation within three (3) days upon the return of the child to school will result in an unexcused absence.**

School Attendance Defined: Students are to be counted in attendance only if they are actually present or engaged in a school-approved educational activity that constitutes a part of the instructional program for the student.

Excused Absences/Tardiness

- A. Personal illness of the student (medical evidence may be required by the Principal 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, s/he must be under the supervision of a health care provider in order to receive excused absences from school.
- B. Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.
- C. Absence due to a medical appointment requires a written statement from a health care provider indicating the date and time of the appointment and submitted to the Principal.
- 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 (1) 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 should be observed.
- I. Death in the immediate family.
- J. 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. Examples of special events include: public functions, conferences, and regional, State, and national competitions.
- K. Outdoor suspension.
- L. Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal, requires documentation related to the condition.

In order to be considered present, the student must be present for two hours of the school day in which school is in session.

Students who accumulate 3 or more excused or unexcused absences will generate a Student Case Management Referral to be placed in their permanent record along with a Truancy Letter sent home. A student accumulating ten (10) or more class unexcused absences in an annual course or five (5) or more class unexcused absences in a designated semester course may have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee.

Parents and students will be required to appear before an Attendance Review Committee to receive counseling and support relative to the negative attendance history of the student. Early intervention(s) will be exercised by the Attendance Review Committee upon indicators or negative attendance patterns. Students will be given prescribed activities that are designed to mitigate the loss of instructional time. Thank you for your assistance with this matter. We appreciate your continued support. If you have any questions related to the attendance procedures detailed above please call (305) 257-6000.

Gateway Environmental K-8 Learning Center • 955 SE 18th Avenue • Homestead, FL 33035 •

Tiffany Anderson, Principal

305.257.6000 • 305.257.6001 (FAX) • gatewayk8.dadeschools.net