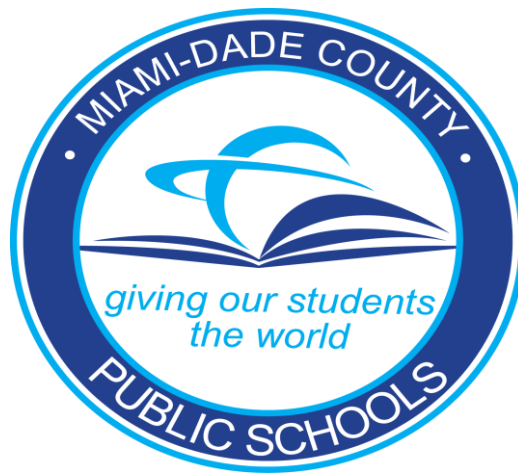


MIAMI-DADE COUNTY PUBLIC SCHOOLS

# Truancy Intervention Procedures Handbook



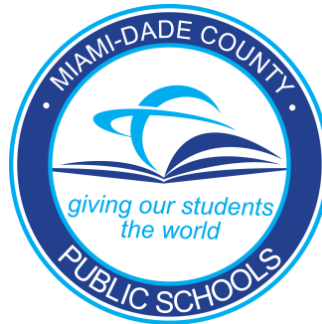
**Federal & State Compliance Office**

489 East Drive

Miami Springs, FL 33166

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SECTION I

**OVERVIEW**

## OVERVIEW

The Truancy Intervention Procedures Handbook is compiled each year by the Federal & State Compliance Office (FASCO) to provide relevant information on truancy laws, required actions, and recommended strategies to address students with patterns of non-attendance.

Reducing chronic absenteeism is at the forefront of student attendance policies across the nation. Not showing up for school matters; it generates an achievement gap that translates into lower performance in standardized examinations, which may lead to dropping out of school. The challenge for districts is to develop policies that include all relevant stakeholders that identify and remove barriers that impede regular school attendance. The intent of the Truancy Intervention Program referral process is to identify students with patterns of non-attendance to provide escalating services that aim to reengage students and their families in the learning process for greater academic achievement.

District school boards are tasked with the enforcement of school attendance, [s.1003.26 Enforcement of school attendance](#). Habitual truants must be the subject of services to address patterns of non-attendance. To this end, principals shall refer these students to the school's committee responsible for attendance to determine if patterns of truancy are developing. Some of the strategies include: meeting with parent; frequent communication between teacher and parent; evaluation for alternative education programs; attendance contracts; implementation of corrective strategies; tutoring; mentoring; and referral to social service agencies. The school's committee shall facilitate intervention services to students and families with the aim of resolving non-attendance patterns.

[Florida Statute 1003.01\(8\)](#) defines a habitual truant as a student who has 15 unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent, is subject to compulsory school attendance under [s. 1003.21 School attendance](#), and is not exempt under [s. 1003.21\(3\)](#) or [s. 1003.24 Parents responsible for attendance of children; attendance policy](#), or by the meeting of the criteria for any other exemption specified by law or rules of the State Board of Education.

The Federal & State Compliance Office is tasked with the compliance of compulsory school attendance, [School Board Policy 5200](#), as mandated by state statute, and of the referral of these students to social service agencies for additional services. FASCO provides support to schools, district-wide, in the referral process and the review of Truancy Intervention Program Referrals (student packets).

Miami-Dade County Public Schools (M-DCPS) collaborates with two social service agencies, which are funded by Florida's Department of Juvenile Justice for truancy diversion services for at-risk youth. The agencies are:

- Miami Bridge Youth and Family Services; and
- Center for Family and Child Enrichment, Inc.

This document is divided into sections to assist schools to navigate the truancy referral process. The Truancy Intervention Procedures Handbook distinguishes between required and optional services along with attachments that document the steps taken to address students with patterns of non-attendance.

## SECTION II

# **TRUANCY PROCEDURES**

## TRUANCY PROCEDURES

According to [Florida Statute 1003.26, Enforcement of school attendance](#), if a student has had at least 5 unexcused absences within a calendar month, or ten (10) unexcused absences within a 90- calendar-day period, or absences for which reasons are unknown, districts must enforce school attendance for all students of compulsory school age. Truancy procedures are itemized below.

1. The school principal is required to contact the parent to determine the reason for each unexcused absence for which the reason is unknown.
2. If students accumulate five (5) unexcused absences within a calendar month, or ten (10) unexcused absences within 90 calendar days, or absences for which reasons are unknown, the classroom teacher is required to report to the principal the students with patterns of non-attendance.
3. The school principal, if no evidence that absences were authorized in alignment with district policies regarding attendance, must refer students with patterns of non-attendance to the school's Truancy Child Study Team to determine the cause of the absences. If a pattern of non-attendance has developed, the TCST must schedule, at a mutually convenient time, an initial meeting with the parent to encourage regular school attendance. The [Truancy Intervention Program – Parent Letter FM 6951](#) may be used to document notification of truancy to parent.  
*\*available in English, Spanish, and Haitian-Creole*
4. The Truancy Child Study Team is comprised of principal, school counselor, school social worker, other school staff as appropriate, along with parent and student (optional). This team implements interventions to resolve non-attendance that may include: frequent attempts of communication between teacher and family; mentoring; counseling; tutoring; daily/weekly progress monitoring; evaluation for alternative programs; home visit by social worker; student schedule modification; attendance contract; psychological evaluation; referral to other district departments such as One Stop Center and The Parent Academy; and referral to outside social service agencies for family intervention.
5. Once efforts to enforce school attendance have been exhausted, the child study team will complete the [Truancy Intervention Program Referral FM 6007](#) (student packet). During this process, parents are to be informed that a complaint of truancy will be filed with the Florida Department of Juvenile Justice (DJJ) through the referral to social service agencies for additional truancy diversion services, and to the Florida Department of Motor Vehicles for suspension of driving privileges, if student meets age requirement.
6. The [Truancy Intervention Program Referral FM 6007](#) is to be signed by the child study team members, along with the parent; three members of the Truancy Child Study Committee are to sign the document if the parent is not present. **The following documents are to be included in the student packet:**
  - A [Consent for Mutual Exchange of Information FM 6006](#) signed by the parent and team members; if parent is not available for signature, the school principal must request verbal authorization from the parent and must sign the form to officiate the consent. *\*available in English, Spanish and Haitian-Creole*
  - **DSIS Daily Attendance (PF-7)** screen and **Student Record/Subjects (PF-1)** screens for current and previous year to document academic progress.

7. Although not required, the child study team may implement additional interventions to rectify attendance concerns. As provided below, the team may utilize the following forms to document efforts:
- the [School Attendance Agreement FM 6952](#) *\*available in English, Spanish and Haitian-Creole*
  - the [Home Visit Form FM 5869](#) to record home visit/s; if no contact is made at the home, the visit should be noted and recorded on the form
  - the [Student Progress Report FM 7245](#) for teachers that measure students' progress
  - any other school site instrument that documents efforts made by the school to engage students and parents (i.e. telephone logs, etc.)
8. Staff at the school should document in DSIS escalating services for truancy. Prior to submitting the Truancy Intervention Program Referral (student packets), the following codes can be entered in the Student Case Management System (SCMS):

Code	Description
TL	Truancy Letter to parent
TM	Truancy Child Study Team
RT	Referred to ATTD (FASCO)
R3	Referred to DJJ/Truancy

9. Once the student packets are complete, they **must be sent electronically, one referral per email in PDF format**, within the 15 – 25 unexcused absence timeline to [Truancy@Dadeschools.net](mailto:Truancy@Dadeschools.net). All corresponding truancy codes are entered at FASCO within 72 hours of receipt of Truancy referral.

Staff at FASCO is responsible for truancy procedures compliance, as governed by school board policy and state law. Student packets are reviewed by staff for completeness and are submitted to the corresponding social service agency, based on the home school's demography. If student packets are incomplete, or if students referred have reached the age of majority, an email reply will be sent stating the reason for not processing the student packet(s). Please maintain all truancy referral documents in the student's cumulative folder.

Timely referral of students with patterns of non-attendance is essential for improved student achievement. **Schools are required to submit Truancy Intervention Program Referrals (student packets) for students between the ages of 6-17, who have 15 unexcused absences within 90 calendar days, not to exceed 25 unexcused absences.** Failure to adhere to the referral timeline delays the delivery of additional truancy diversion services to at-risk youth and their families and will result in no impact in the school's percentage of attendance.

Code	Description
Y	Truant (15-25 UA at the time of submission)
B	Beyond the required submission timeline (>25 UA)
R	Returned (Incomplete or Age of Majority)

*\*Truant flag in DSIS will remain active for only two years.*

For additional assistance, you may contact FASCO's Truancy Team at (305) 883-5323.

**SECTION III**

**TRUANCY REFERRAL FORMS  
(REQUIRED)**



## Miami-Dade County Public Schools Truancy Intervention Program Referral

Date \_\_\_\_\_

Student Name		School Name			School Loc. No.	Region Center	
Student I.D. No.	DOB	Age	Race	Gender	Date of Truancy Meeting		
Parent(s) Name			Telephone:				
			Email:				
Residential Address			ESE Code/s (if applicable)				
Involvement with FL. Department of Children & Families (DCF)		Yes _____		No _____			
Involvement with FL. Department of Juvenile Justice (DJJ)		Yes _____		No _____			
<b>Current School Year Attendance Information</b>							
No. of Days Present: _____		No. of Days Absent: _____		No. of Unexcused: _____		No. of Days Tardy: _____	
<b>Interventions/Referrals Provided by the School:</b> Please mark with an <b>(x)</b> as appropriate.							
<input type="checkbox"/>	Attendance Contract	<input type="checkbox"/>	Student Schedule Modification	<input type="checkbox"/>	Daily Progress Monitoring	<input type="checkbox"/>	Weekly Progress Monitoring
<input type="checkbox"/>	Counseling	<input type="checkbox"/>	Mentoring	<input type="checkbox"/>	Tutoring	<input type="checkbox"/>	Home Visit by Social Worker
<input type="checkbox"/>	Psychological Evaluation	<input type="checkbox"/>	Alternative School Programs	<input type="checkbox"/>	Health Screening	<input type="checkbox"/>	The Parent Academy
<input type="checkbox"/>	Outside Social Service Agency	<input type="checkbox"/>	One Stop Center	<input type="checkbox"/>	Pathways	<input type="checkbox"/>	Student Success Center
<input type="checkbox"/>	Other						
<p>Parents and students understand that accumulating fifteen (15) unexcused absences within a 90 day calendar period will result in a complaint of truancy filed by Florida's Department of Juvenile Justice through the Miami Bridge Youth and Family Services, Inc., or Center for Family and Child Enrichment Center, Inc. In addition, the Florida Department of Highway Safety and Motor Vehicles (DHSMV) will be notified of the students who have attained 14 years of age and have accumulated 15 unexcused absences within a 90 calendar day for suspension of driver license privileges.</p>							
Student Signature <i>* optional if present</i>		Date		TCST Member/Title		Date	
Parent Signature <i>* if present</i>		Date		TCST Member/Title		Date	
TCST Member/Title		Date		TCST Member/Title		Date	
<p><i>*If parent is not present, form must be signed by three members of the Truancy Child Study Team.</i></p>							



**Miami-Dade County Public Schools  
Truancy Intervention Program  
Consent for Mutual Exchange of Information**

Student Name		School Name			School Loc. No.	Region Center
Student I.D. No.	DOB	Age	Race	Gender	Date	

I hereby authorize the mutual exchange of records pertaining to my child, \_\_\_\_\_, between the Miami-Dade County Public Schools and the Florida Department of Juvenile Justice and their agents. The specific records to be disclosed reference the child's educational records that include attendance information for the purpose of assisting in resolving the child's non-attendance.

I certify that I am the parent of the child referenced in this document.

Parent Name		Signature		Date
Address				
City	State		Zip Code	Telephone No.

Personal identifiable information may be transferred to a third party only on the condition that it will not be released to any other agents without obtaining the consent of parents.

In the event that a parent is not available for signature, the principal must request verbal authorization from the parent, and must sign the form to officiate the consent.

Principal Name	Signature	Date
----------------	-----------	------



**Escuelas Públicas del Condado Miami-Dade**  
**Programa de Intervención por Ausentismo Escolar**  
**Formulario de Consentimiento Para el Intercambio Mutuo de Datos**

Nombre del Estudiante	Nombre de la Escuela			No. de la Ubicación de la Escuela	Centro de la Región
No. de Identificación del Estudiante	Fecha de Nacimiento	Edad	Raza	Género	Fecha

Por medio de la presente autorizo al intercambio mutuo de expedientes relacionados a mi hijo/hija, \_\_\_\_\_ entre las Escuelas Públicas del Condado Miami-Dade y el Departamento de Justicia Juvenil de la Florida (*Florida Department of Juvenile Justice*) y sus agentes. Los expedientes específicos que se divulgarán se relacionan con el historial educativo del estudiante, incluyendo los datos sobre la asistencia a clases con el propósito de ayudar a solucionar el ausentismo escolar del estudiante.

Certifico que soy el padre o la madre del menor que se menciona en este documento.

Nombre del padre	Firma		Fecha
Dirección			
Ciudad	Estado	Código Postal	No. de Teléfono

Los datos que pudieran identificar a la persona pudieran remitirse a una tercera entidad, únicamente a condición de que se no divulgen a otras entidades sin obtener el consentimiento de uno de los padres.

En el caso de que uno de los padres no esté disponible para firmar, el director debe solicitar la autorización verbal de uno de los padres y debe firmar el formulario para oficializar el consentimiento.

Nombre del Director o Directora	Firma	Fecha
---------------------------------	-------	-------



**Lekòl Leta Miami-Dade County  
Pwogram Entèvansyon Kont Woul  
Konsantman sou Echanj Mityèl Enfòmasyon**

Non Elèv		Non Lekòl			Nimewo Lokasyon Lekòl	Sant Rejyonal
Nimewo Idantifikasyon Elèv	Dat Nesans	Laj	Ras	Sèks	Dat	

Nan dokiman sa a mwen otorize echanj mityèl dosye ki gen rapò avèk pitit mwen, \_\_\_\_\_, ant Lekòl Miami-Dade County avèk Depatman Jistis Jivenil Florid e ajan li yo. Dosye espesifik yo ap devwale yo fè referans avèk dosye edikasyonèl timoun nan ki gen ladan enfòmasyon sou prezans pou asistans nan rezoud absans lekòl timoun nan.

Mwen sètifye mwen sa paran timoun yo fè referans avèk li a nan dokiman sa a.

Non Paran		Siyati		Dat	
Adrès					
Vil	Eta		Kòd Postal		Nimewo Telefòn

Yo ka transfere enfòmasyon pèsonel idantifyab bay yon twazyèm moun/enstitisyon sèlman sou kondisyon yo pap bay okenn lòt ajan li san yo pa gen konsantman paran yo.

An ka yon paran pa disponib pou l siyen, direktè/tris la dwe mande paran an otorizasyon vèbal, e li dwe siyen fòm nan pou l rann konsantman an ofisyèl.

Direktè/tris		Siyati		Dat	
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SECTION IV

**DSIS SCREENS  
(REQUIRED)**

## Student Record/Subjects Screen (PF-1)

```

AS14-31-H5RT      S T U D E N T   R E C O R D / S U B J E C T S   08/20/19 10.48.27
STUDENT ID      SCHOOL      GRADE      HR      PRO ST      SCHL CD
NAME            SEX            O-PHASE      ADD SCHL CD
BIRTHDATE
LAST SUB UPDT      RECORD UPDT      LAST GRD UPDT

                REPORTING CYCLE 191      GRADING PERIOD
CYCLE TOTAL ABSENCES      CYCLE TOTAL TARDIES
TERM 1      PROGRAM NO.      TERM 2
GRADE      HR            GRADE      HR
SCHL  SEQ/SEC CRS NUM      VOC      SUB VOC PGM TRM TITLE      SP EP ROOM TEACHER 1234      F
                                                G T

** KEY DESIRED GRADING PER      ** PAGE FORWARD = ENTER
MB 02B      LDDAH5RT      02/002
    
```

*If applicable, include the previous reporting cycle for additional academic progress information.*

## Daily Attendance Screen (PF-7)

```

DA06-34-H5RT      08/20/19 10.49.32

                D A I L Y   A T T E N D A N C E

ID NO

NAME  LAST      GRADE      SCHOOL
      FIRST     HOMEROOM   DATE ENTERED
      PHONE     SHIFT      DATE WITHDRAWN

YEAR-TO-DATE      ABSENCES      YEAR-TO-DATE TARDIES      -
EXCUSED           UNEXCUSED     TOTAL ABSENCES FOR SUMMER -
OUTDOOR SUSP     EXCLUSIONS   TOTAL TARDIES FOR SUMMER  -
TOTAL           LAST DATE LETTERS PRINTED

FOR ANOTHER STUDENT, CHANGE ID NO AND PRESS ENTER KEY
TO DISPLAY CALENDAR, ENTER GRADING PERIOD: _ AND PRESS ENTER KEY

MB 02B      LDDAH5RT      02/002
    
```

SECTION V

**OPTIONAL DOCUMENTS**



## TRUANCY INTERVENTION PROGRAM PARENT LETTER

Date  
Parent Name  
Address

**RE: Student Name**  
**DOB**

Dear Parent(s):

Regular attendance in school is considered an important factor in ensuring your child's school success. We are concerned about the pattern of non-attendance that your child has developed. At this time, please be advised that your child, \_\_\_\_\_, has been absent 5 or more times and is not attending school regularly.

You and your child are requested to attend a meeting to discuss the reasons for your child's non-attendance. This meeting has been scheduled for \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. The meeting will be held at the school in \_\_\_\_\_.

Florida Statute 1003.24 states that each parent of a child of compulsory school age shall be responsible for each child's school attendance as required by law. The absence of a student from school is prima facie evidence of a violation of this section. Florida Statute 1003.27(7)(1) states that a parent who refuses or fails to have a minor student who is under his/her control attend school regularly shall be guilty of a misdemeanor of the second degree, punishable as provided by law. To this end, the Superintendent may file a truancy petition, and report your child to the Florida Department of Motor Vehicles for suspension of driving privileges.

Please contact \_\_\_\_\_ at \_\_\_\_\_ for additional detail regarding your child's pattern of non-attendance. Your cooperation is appreciated.

Sincerely,

\_\_\_\_\_  
Principal

\_\_\_\_\_  
School Name



## TRUANCY INTERVENTION PROGRAM PARENT LETTER

Date  
Parent Name  
Address

**RE: Student Name**  
**DOB**

Estimado padre de familia:

La asistencia regular a clases está considerada un factor importante para asegurar el éxito escolar de su hijo. Estamos preocupados por el patrón de ausentismo escolar que ha desarrollado su hijo. Por favor, tenga presente que en este momento su hijo, \_\_\_\_\_, ha estado ausente de clases cinco (5) veces o más y no está asistiendo a clases regularmente.

Le pedimos que usted y su hijo asistan a una reunión para discutir las razones por el ausentismo escolar de su hijo. Esta reunión está programada para el \_\_\_\_\_ a las \_\_\_\_\_ a.m./p.m. La reunión tendrá lugar en la escuela \_\_\_\_\_.

El Estatuto de la Florida 1003.24 establece que todos los padres de niños en edad escolar obligatoria son responsables bajo la ley que sus hijos asistan a clases. La ausencia a clases de un estudiante es un indicio razonable de que se ha violado esta sección. El Estatuto de la Florida 1003.27 (7)(a)1 establece que un padre que se niegue o que no mande regularmente a la escuela a un estudiante menor que esté bajo su responsabilidad, será culpable de un delito menor de segundo grado, castigado bajo la ley. Con este fin, el Superintendente puede presentar una denuncia de deserción escolar y reportar a su hijo al Departamento de Seguridad de Carreteras y Vehículos Motorizados de la Florida (*Florida Department of Safety and Motor Vehicles*) para que le suspendan los privilegios de conducir.

Por favor, comuníquese con \_\_\_\_\_ al \_\_\_\_\_ para más detalles concernientes al patrón de ausentismo escolar de su hijo. Agradecemos su cooperación.

Atentamente,

\_\_\_\_\_  
Principal

\_\_\_\_\_  
School Name



## TRUANCY INTERVENTION PROGRAM PARENT LETTER

Date

Parent Name

Address

**RE: Student Name**

**DOB**

Chè Paran:

Yo konsidere prezans regilye lekòl kòm yon faktè enpòtan nan asire siksè yon timoun lekòl. Non enkyè paske pitit ou a ap devlope abitud absans lekòl. Kounye a, nou ap avize ou, \_\_\_\_\_, absan 5 oubyen plis fwa e li absan regilyèman.

Nou mande pou ou ak pitit ou a vini nan yon reyinyon pou diskite rezon pitit ou a absan lekòl. Nou pwograme reyinyon sa a pou \_\_\_\_\_ a \_\_\_\_\_ dimanten/diswa. Reyinyon an ap fèt nan lekòl la nan \_\_\_\_\_.

Lwa Florid 1003.24 di cahk paran yon timoun ki nan laj pou l ale lekòl ap responsab pou prezans chak timoun nan lekòl li jan lalwa mande. Absans yon timoun nan lekòl ap "prima facie" (premye evidans) vyolasyon seksyon sa a. Lwa Florid 1003.27(7)(1) di paran/gadyen ki refize oubyen ki pa fè yon timoun minè ki sou kontwòl li ale lekòl regilyèman ap koupab yon ofans nan dezyèm degre, avèk pinisyon dapre lalwa. Konsa, Sipèentandan an ka fè yon petisyon kont woul e rapòte pitit ou a bay Depatman Veyikil Florid pou mande sispann privilèj li genyen pou l kondui.

Silvoupè kontakte \_\_\_\_\_ nan \_\_\_\_\_ pou plis detay konsènan abitud absans lekòl pitit ou a. Nou apresye kolaborasyon ou.

Sensèman,

\_\_\_\_\_  
Direktè (tris)

\_\_\_\_\_  
Non Lekòl



## Miami-Dade County Public Schools Truancy Intervention Program Compliance School Attendance Agreement

I, \_\_\_\_\_, agree to attend all of my classes as scheduled on a daily basis  
(Student Name)  
at \_\_\_\_\_. I also agree to the following:  
(School Name)

- I will arrive to school on time every day.
- I will follow all rules and regulations at my school.
- I will turn in medical notes, as appropriate, in the event of an absence.
- I understand that not attending school may result in the suspension of my driving privileges from the Florida Department of Safety and Motor Vehicles.
- I understand that not attending school may result in a referral to the Florida Department of Juvenile Justice and its agents.

I, \_\_\_\_\_, of \_\_\_\_\_,  
(Parent Name) (Student Name)

agree to collaborate with all efforts set forth by the Miami-Dade County Public Schools to ensure my child's attendance and progress in school is improved. In addition, I agree to the following:

- I recognize the importance of regular school attendance for my child's success.
- I understand that I am responsible for ensuring that my child attends school regularly to remain compliant with Florida's school attendance laws.
- I understand that I must submit a medical note to the school's attendance clerk in the vent of my child's future absences.
- I acknowledge that it is my responsibility to develop systems at home to ensure that my child is school ready.
- I acknowledge that my child's academic progress was discussed and that options were reviewed at length for my child's school success.
- I acknowledge that non-attendance may result in a referral to the Florida Department of Juvenile Justice and its agents and to the Florida Department of Safety and Motor Vehicles for suspension of driving privileges, if within the appropriate age.

I understand and agree to all conditions in this contract. If agreement is violated, the school principal will proceed with notifying all corresponding agencies that govern school attendance.

Student Signature/Date:	Administrator/Date:
Parent Signature/Date:	Other (Title)/Date:



## Escuelas Públicas del Condado Miami-Dade

### Cumplimiento del Programa de Intervención por Ausentismo Escolar

### Acuerdo de Asistencia a Clases

Yo, \_\_\_\_\_ estoy de acuerdo en asistir diariamente a todas mis clases de  
(Nombre del Estudiante)  
acuerdo a lo programado por \_\_\_\_\_. También estoy de acuerdo con lo  
(Nombre de la Escuela)  
que se enumera a continuación:

- Llegaré temprano todos los días a la escuela.
- Cumpliré con todas las reglas y regulaciones de mi escuela.
- En el evento de que esté ausente, entregaré notas médicas, si fuese necesario.
- Entiendo que si no asisto a clases puede dar lugar a que el Departamento de Seguridad de Carreteras y Vehículos Motorizados (*Florida Department of Safety and Motor Vehicles*) suspenda mis privilegios de manejar.
- Entiendo que si no asisto a clases, pudiera resultar en la remisión de mi caso al Departamento de Justicia Juvenil de la Florida (*Florida Department of Juvenile Justice*) y sus agentes.

Yo, \_\_\_\_\_, padre/madre de \_\_\_\_\_,  
(Nombre del Padre) (Nombre del Estudiante)  
estoy de acuerdo en colaborar con los planes establecidos por las Escuelas Públicas del Condado Miami-Dade para garantizar la asistencia a clases de mi hijo y que mejore su progreso en la escuela. Además, estoy de acuerdo con lo siguiente:

- Reconozco la importancia que tiene la asistencia regular a clases para el éxito de mi hijo.
- Entiendo que es mi responsabilidad asegurar que mi hijo asista a clases con regularidad para cumplir con las leyes que rigen la asistencia escolar en la Florida.
- Entiendo que debe entregar una nota médica al encargado de la asistencia de la escuela en el evento de futuras ausencias a clase de mi hijo.
- Estoy consciente que es mi responsabilidad desarrollar sistemas en mi casa que aseguren que mi hijo está listo para la escuela.
- Estoy consciente de que el progreso académico de mi hijo fue discutido y que las opciones para que mi hijo tenga éxito en la escuela se examinaron con detenimiento.
- Estoy consciente de que si mi hijo falta a clases, pudiera resultar en que sea remitido al Departamento de Justicia Juvenil de la Florida y al Departamento de Seguridad de Carreteras y Vehículos Motorizados de la Florida para que se suspendan sus privilegios de conducir, si es que tiene la edad adecuada para manejar.

Comprendo y estoy de acuerdo con todas las condiciones de este contrato. Si el acuerdo no se cumple, el director de la escuela procederá a notificar a todas las agencias correspondientes que gobiernan la asistencia escolar.

Firma del Estudiante/Fecha:	Administrador/Fecha:
Firma del Padre/Fecha:	Otro (Titulo)/Fecha:



## Lekòl Leta Miami-Dade County Konfòmite avèk Pwogram Entèvansyon Kont Woul Konsantman sou Prezans Lekòl

Mwen, \_\_\_\_\_, dakò pou m ale nan tout klas mwen yo jan yo pwograme  
(Non Elèv)  
chak jou nan \_\_\_\_\_. Mwen dakò pou sa k ap suiv yo tou:  
(Non Lekòl)

- Mwen ap rive lekòl alè chak jou.
- Mwen ap suiv règleman ak regilasyon nan lekòl mwen.
- Mwen ap remèt nòt medikal, jan sa apwopriye, an ka mwen absan.
- Mwen konprann pa ale lekòl ka lakoz yo sispann privilèj kondui mwen nan Depatman Sekirite ak Veyikil Florid
- Mwen konprann absans lekòl ka lakoz yo refere m nan Depatman Jistis Jivenil Florid avèk ajan li yo.

Mwen, \_\_\_\_\_, paran \_\_\_\_\_,  
(Non Paran) (Non Elèv)

dakò pou m kolabore avèk tout efò Lekòl Miami-Dade County mete sou pye pou asire prezans ak pwogrè pitit mwen lekòl amelyore. Anplis, mwen dakò pou m fè sa ki ap suiv yo:

- Mwen rekonèt enpòtans prezans regilye lekòl pou siksè pitit mwen an.
- Mwen konprann mwen responsab pou asire pitit mwen ale lekòl regilyèman pou rete an konfòmite avèk lwa prezans lekòl Florid.
- Mwen konprann mwen dwe soumèt yon nòt medikal bay resepsyonis prezans lekòl la an ka pitit mwen absan alavni.
- Mwen rekonèt se responsablite m pou devlope sistèm lakay mwen pou m asire pitit mwen prepare pou lekòl.
- Mwen rekonèt yo te diskite pwogrè akademik pitit mwen e yo te revize opsyon yo an detay pou siksè lekòl pitit mwen an.
- Mwen rekonèt pa ale lekòl ka lakoz yo refere m nan Depatman Jistis Jivenil Florid ak ajan li yo ak Depatman Sekirite ak Veyikil Florid pou sispann privilèj pitit mwen an genyen pou l kondui li, si li gen laj apwopriye.

Mwen konprann e mwen dakò tout kondisyon ki nan kontra sa a. Si m vyole kondisyon akò a, direktè/tris lekòl la ap notifiye tout ajans ki konsène ki gouvènè prezans lekòl yo.

Siyati Elèv/Dat:	Administratè/Dat:
Siyati Paran/Dat:	Lòt Moun (Tit)/Dat:



## Miami-Dade County Public Schools Truancy Intervention Program Compliance - Home Visit

Date \_\_\_\_\_

Student Name		School Name			School Loc. No.	Region Center
Student I.D. No.	DOB	Age	Race	Gender	Date of Visit	
Parent(s) Name			Telephone: Daytime:			
			Evening:			
Residential Address			ESE Code/s (if applicable)			
Parent(s) Email Address						
Name of Social Worker			Telephone No.		Date of Home Visit	Time of Visit
Person(s) Interviewed During Visit					Relationship to Student	
Home Assessment:						
Recommendations:						
Next Steps:						
Signature of Social Worker:					Date:	



## Federal & State Compliance Office Truancy Intervention Program Compliance Student Progress Report

Student Name		School Name			School Loc. No.	Region Center
Student I.D. No.	DOB	Age	Race	Gender	Week of:	
Parent(s) Name			Telephone: Daytime:			
			Evening:			
<p><b>Instructions:</b> Teachers, please complete at the end of each instructional period and affix your signature on the second page. Students will return the progress report signed by the parent to the designated school representative on the subsequent Monday.</p>						
<p><b>Scale:</b> Academic (A, B, C, D, F); Effort (1, 2, 3); Conduct (A, B, C, D, F); Attendance (A) Excused Absence, (U) Unexcused Absence; (T) Tardy.</p>						

Student Progress Monitoring									
Instructional Periods		1	2	3	4	5	6	7	8
<b>MONDAY</b>	Academic								
	Effort								
	Conduct								
	Attendance								
<b>TUESDAY</b>	Academic								
	Effort								
	Conduct								
	Attendance								
<b>WEDNESDAY</b>	Academic								
	Effort								
	Conduct								
	Attendance								
<b>THURSDAY</b>	Academic								
	Effort								
	Conduct								
	Attendance								
<b>FRIDAY</b>	Academic								
	Effort								
	Conduct								
	Attendance								

Period 1	Teacher Signature/Date	Comments:
Period 2	Teacher Signature/Date	Comments:
Period 3	Teacher Signature/Date	Comments:
Period 4	Teacher Signature/Date	Comments:
Period 5	Teacher Signature/Date	Comments:
Period 6	Teacher Signature/Date	Comments:
Period 7	Teacher Signature/Date	Comments:
Period 8	Teacher Signature/Date	Comments:

Parent Signature:	Date:
Comments:	
School Representative Signature:	Date:
Comments:	

SECTION VI

**SOCIAL SERVICE AGENCIES**



## OUR PROGRAMS

**Who are we?** The Center for Family and Child Enrichment has been enhancing the lives of children and families since 1977.

For more than 40 years, we have quieted the fears of children who were alone, and counseled and guided troubled families to become better parents and keep their children out of state care and in a loving, family environment.

Our competent and committed staff keeps our doors open to families and children in need, no matter how challenging their problems.

**What do we do?** CFCE Inc. is a private, nonprofit, community-based organization that serves children in foster care who have been abused, neglected and/or abandoned children with severe emotional disturbances who may be in need of mental health care children who are chronic runaways and/or are ungovernable and in the custody of parents or relatives.

Our mission is simple: Helping children and families help themselves live a better life and build a stronger community.

Our services touch and enrich the lives of nearly 6,500 children and families each year. We help to provide residential group care, in-home family counseling, and a variety of other services designed to achieve permanency for the children.

For more information, click on SERVICES, or to find out about our Pediatric and Family Health and Wellness Center, a Federally Qualified Health Center (FQHC) click on HEALTH CENTER. You'll be surprised at how much we do.



Give us a call:  
**(305) 624-7450**



### Counseling and Therapy

The goal of our behavioral health programs is to provide children and families with a safe, warm and non-judgmental therapeutic experience. At the Center for Family and Child Enrichment, every client is very important to us and we want to be sensitive to their needs. Our goal is to improve the emotional and mental health of all our clients, while also striving to enrich their overall quality of life.

- Our services include, but are not limited to:
- Individual, group and family therapy
- Psychiatric evaluation, including prescription, when appropriate
- Targeted Case Management
- Mental health assessment
- Psychosocial Rehabilitation
- Mental health and substance abuse services for children from birth to age seventeen

For the convenience of our clients, services may be offered in the home, at school, or in our offices.

To make a referral, call clinical intake at (305)624-7450. CFCE accepts Medicaid and all Medicaid Managed Care Plans. A sliding scale fee rate is also available for self-pay clients.

### Family Support

While there is a wide variety of programs and services available, there are some families and children who often "fall through the cracks." Their needs simply do not fit within the spectrum of available services.

At the Center for Family and Child Enrichment, we offer certain specialized or "niche" programs that cater to this particularly vulnerable segment of our community. Many of these services are free to the client and are often covered completely or in part by a public or private grant or donation.

**They include:**

- Counseling and case management for runaway, truant, and ungovernable youth
- Parenting Skills Classes for parents in the Dependency System
- Substance Abuse prevention activities for 4th and 5th grade students
- In-home family counseling for parents/families at risk of child abuse and neglect
- Intensive residential treatment for adolescents with mental health diagnoses
- Services for Unaccompanied Minors.

### Health and Wellness Center

Our health center provides flu shots, vaccines and other preventive services, and sick care for the entire family is now available at the newly-expanded Pediatric and Family Health and Wellness Center.

Same-day appointments are available, and the Center accepts Medicaid, Medicaid HMOs and also has a sliding scale for payment.

**The following services are available:**

Primary care, Pediatrics, Diagnostic Laboratory Services, Family Planning, Prenatal and Perinatal Services, Gynecological, Obstetrical Care, Immunizations, Well Child Services

**Screenings:**

Cancer, Communicable Diseases, Cholesterol, Blood Lead Test for elevated Blood Lead Level, Pediatric vision, hearing, and Dental, Preventive Dental, Health Education, Behavioral Health Services, Pharmacy, Substance Abuse Services, Outpatient, Rehabilitation, Case Management: Counseling/Assessment, Referral, Follow-up/Discharge planning, Eligibility Assistance and Outreach.

[Website](#)

## How to Contact Us

### How to reach us?

To inquire about obtaining services,  
please call **305-635-8953**  
24 hours a day, 7 days a week.

### Miami Central Campus

2810 NW South River Drive  
Miami, FL 33125  
**305.635.8953**

### Homestead Campus

326 NW Third Avenue  
Homestead, FL 33030  
**305.635.8953**

email: [info@miamibrIDGE.org](mailto:info@miamibrIDGE.org)

## Questions & Answers

### 1. Do you accept all youth?

We try to accept all youth, based on the availability of beds. Regrettably, there are occasions when we cannot accept a youth. Any youth not accepted will be referred to a partnering agency for services.

### 2. I am a parent and my child is out of control. Can I bring my youth to you?

Absolutely. We encourage parents who are having issues with their youth to call us at 305-635-8953. Someone will speak with you to let you know what services are available to assist you.

### 3. I am a youth and I am having trouble. Can I come as a walk-in to Miami Bridge?

Yes.

### 4. I am transgender. Will I be welcomed?

Yes, we welcome everyone.

### 5. What ages do you serve?

In our homes, we provide housing for youth ages 10 to 17.

Our professional counselors are also available to provide in-home counseling services to children ages 6 to 17.

### 6. What services do you provide?

At the Bridge, we provide housing, food, clothes, counseling, case management, mentoring, field trips and much more. All services are provided FREE of charge.

### 7. Do youth go to school while housed at Miami Bridge?

Yes, youth in our shelter go to school on campus. Youth who want to attend school off-campus must have their own transportation.

### 8. What are your hours?

For residential care, we are open 365 days a year, 24/7.

### 9. Is this a lock-down facility?

No, we are staff secured with a 1:6 ratio of staff to youth during waking hours. However, our services are voluntary. Youth may opt to leave the facility at any time.

### 10. Do youth get their own bedroom?

No, presently we have dormitory-style housing. In each shelter, there are single sleeping quarters for males and single quarters for females.

### 11. What languages are spoken at Miami Bridge?

Our staff and volunteers speak English, Spanish, French and Creole.

SECTION VII

**ATTENDANCE & TRUANCY  
MONITORING REPORTS**

# ATTENDANCE & TRUANCY MONITORING REPORTS

- Student Absence Dashboard (Portal)
  - ❖ the attendance data is updated daily and allows for the monitoring of individual students' attendance
- Daily Reason Attendance List (Gradebook)
  - ❖ displays the attendance types and the total number of occurrences in a date range for each student
- Attendance Tracking Report (Gradebook)
  - ❖ gradebooks that have taken attendance
  - ❖ must have for the 11-day FTE Attendance eligibility window
- Daily Student Attendance Report by Period (Gradebook)
  - ❖ displays attendance infraction by period
- Early Warning System Indicators (Portal)
  - ❖ identifies students who have 18+ absences and previous year absences
- Truancy Report (Portal)
  - ❖ identifies students that have been flagged as truant
- Active Students with 15 or More Unexcused Absences in a 90 Day Period (Control-D) (Product # T0535E0101)
  - ❖ identifies students that meet the truant criteria and indicates if a truancy packet has been submitted
  - ❖ report runs every Friday beginning in October

SECTION VIII

**SCHOOL BOARD POLICY &  
STATE STATUTE**

## The School Board of Miami-Dade County Bylaws & Policies

Unless a specific policy has been amended and the date the policy was revised is noted at the bottom of that policy, the Bylaws and Policies of the Miami-Dade County Public Schools were adopted on May 11, 2011 and were in effect beginning July 1, 2011.

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### 5200 - ATTENDANCE

Parents and students are responsible for attendance which shall be required of all students during the days and hours that the school is in session.

Absences shall be reported to the school attendance office by the parent or adult student as soon as practicable. The Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The District reserves the right to verify such statements and to investigate the cause of each single absence.

Educators shall encourage regular attendance of students, maintain accurate attendance records, and follow reporting procedures prescribed by the Superintendent.

Accordingly:

- A. if the parent who has legal custody of a student requests that no one else be permitted to confer with the child at school the principal and/or teacher is required to honor this request;
- B. students are not to be taken out of their regular classes to prepare for programs other than school-sponsored activities;
- C. when a student has been absent three (3) consecutive days and the school has been unable to ascertain the reason for the absences, the absences shall be investigated by the school principal or at any other time if deemed necessary;
- D. the parent or adult student shall report absences to the school as soon as practicable. Failure to report and explain the absence(s) shall result in unexcused absence(s). The principal shall have the final authority for determining acceptability of the reason for the absence(s).

Each school should establish procedures to ensure good attendance. A student, who is absent more than nine (9) days within a semester or more than four (4) days for schools on a block schedule, will not receive a passing grade for the semester unless:

- A. medical evidence is presented to the principal in writing justifying a specific number of days absence, absences are for approved school activities, or absences are approved by the Principal, and
- B. the student demonstrates mastery of the student performance standards in the course(s) as identified in curriculum guides and/or adopted textbooks.

If the absences are excused, all educational requirements for the course shall be met before a passing grade and/or credit is assigned. The student shall have a reasonable amount of time, up to three (3) school days, to complete make-up work for excused absences. Principals may grant extensions to the make-up time limit for extenuating circumstances. Regarding make-up of the work missed as a result of unexcused absences, each principal shall establish site-specific policies that encourage both regular attendance and high academic achievement, and shall review and modify these policies from time-to-time as required to maintain and improve their effectiveness.

### **Attendance Defined**

- A. School Attendance - Students are to be counted in attendance only if they are actually present for at least two (2) hours of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.
- B. Class Attendance - Students are to be counted in attendance if they are physically present in class for at least half of the class period, have been excused by the teacher on a class-related assignment, or have been requested by a member of the school support staff for an approved school activity.
- C. Tardiness - A student is considered tardy if they are not present at the moment the school bell rings for the class assigned. NOTE: If a student is not present when attendance is taken but is present later in the school day, that student must be considered in attendance, but tardy, and the absence should be changed. A student who is tardy should never remain on record as being absent.
- D. Early Sign-outs –No student 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).

Each student who is scheduled at a school center for instructional purposes for a partial day, and at an area vocational-technical center, a vocational school or a community college for a partial day shall, if present at the school center, be reported as present one-half day.

Reasonable excuses for time missed at school:

- 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. Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.
- M. 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.

Unexcused absences include absences due to:

- A. vacations, personal services, local non-school event, program, or sporting activity;
- B. older students providing day care services for siblings;
- C. illness of others;
- D. non-compliance with immunization requirements (unless lawfully exempted).

Absences not included in excused absences listed above shall be unexcused. Any student who has been absent from school will be marked unexcused absent until s/he submits the required documentation. Failure to provide required documentation within three (3) school days upon the return to school will result in an unexcused absence. Unexcused absences do not require that the teacher provide make-up work for the student.

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.

Unexcused absences shall not be grounds for suspension from school but may result in detention or placement in existing alternative programs.

Any student who fails to attend any regularly scheduled class and has no excuse for absence should be referred to the appropriate administrator. Disciplinary action should include notification to parents or guardians. Chronic truancy or deliberate nonattendance in excess of fifteen (15) school days within a ninety (90) calendar day period shall be sufficient grounds for withdrawal of students sixteen (16) years of age or older, who are subject to compulsory school attendance under F.S. 1003.21.

The Superintendent shall develop administrative procedures that:

- A. ensure proper procedures are established so the student and his/her parents are provided the opportunity to challenge the attendance record prior to notification and that such notification complies with applicable Board policies;

- B. ensure a school session which is in conformity with the requirements of the rules of the State Board;
- C. govern the keeping of attendance records according to State Board rules;
- D. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- E. ensure that students whose absence has been excused have an opportunity to make up work they missed and receive credit for the work, if completed;
- F. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 or other appropriate accommodation.

The regulations should provide that a student's grade in any course is based on performance in the instructional setting and is not reduced for reasons of conduct. If students violate the attendance or other rules of the school, they should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the students can demonstrate they have learned.

### **Attendance Records and Reports Required**

All officials, teachers, and other employees shall keep all records and shall prepare and submit promptly all reports that may be required by law, State rules, and District policies. These records shall include a register of enrollment and attendance and all persons named shall make reports. The enrollment register shall show the absence or attendance of each child enrolled for each school day of the year in a manner prescribed by the State Board. The register shall be open for inspection by the Superintendent. Violations of this section shall be a misdemeanor of the second degree, punishable as provided by law.

### **Falsification of Attendance Records - Penalty**

The presentation of reasonable and satisfactory proof that any teacher, principal, any other school personnel or school officer, has falsified or caused to be falsified attendance records for which they are responsible shall be sufficient grounds for the revocation of his/her teaching certificate by the Department of Education, or for dismissal or removal from office.

The principal shall require:

- A. attendance/tardiness is taken and recorded by authorized persons at a designated time every official school day;
- B. a review of classes that have excessive absences in order to determine if the quality of instruction is a factor in the failure of students to attend class on a regular basis;
- C. an authorized person(s) to determine the status of each absence/tardiness;
- D. parents be notified each time their child is absent from school possible;
- E. the steps outlined in F.S. 1003.26 regarding regular school attendance are implemented;
- F. an Attendance Review Committee is established at the school;
- G.

consideration of appeals made by students and/or parents regarding recommendations of the Attendance Review Committee.

The teacher shall:

- A. encourage school and class attendance with challenging and rigorous instruction and curriculum and by demonstrating an interest in the welfare of students;
- B. take attendance during homeroom and whenever students change instructors in elementary schools and take attendance each period of the school day in secondary schools, and report absences as required by the school;
- C. at the request of the student or parent, provide make-up assignments for excused absences/tardinesses.

The student shall:

- A. attend classes 180 days each school year;
- B. request the make-up assignments for all excused absences/tardinesses from teachers upon return to school or class within three (3) days;  
It should be noted that all classwork, due to the nature of instruction, is not readily subject to make-up work.
- C. complete the make-up assignments for classes missed within the equivalent number of days absent;  
Failure to make up all assignments will result in a lower assessment of the student's academic and/or effort grade.
- D. be reported as present for the school day in order to participate in athletic and extra-curricular activities.

The parent shall:

- A. be responsible for their child's school attendance as required by law and stress the importance of regular and punctual school attendance with their child;
- B. report and explain an absence or tardiness to the school;
- C. ensure that the child has requested and completes make-up assignments for all excused absences/tardinesses from the teachers upon return to school or class;
- D. appear before the Attendance Review Committee at the scheduled time to provide information relating to their child's absences and to support prescribed activities.

## **Tuancy**

If a child does not comply with efforts to enforce school attendance, the Superintendent may file a truancy petition. Any student who has a total of fifteen (15) days of unexcused absence from school within a ninety (90) calendar day period will be considered habitually absent. The Superintendent shall inform the student and

parents of the record of excessive absences as well as the District's intent to notify the Department of Highway Safety and Motor Vehicles.

If a student has had at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reasons are unknown, within a ninety (90) calendar day period, the student's primary teacher shall report to the school principal or his/her designee that the student may be exhibiting a pattern of nonattendance. The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled with the child study team to identify potential remedies.

If an initial meeting does not resolve the problem, the child study team shall implement the following:

- A. frequent attempts at communication between the teacher and the family;
- B. evaluation for alternative education programs;
- C. attendance contracts.

## **Emergency Student Data Form**

The registrar/attendance clerk is responsible for all student assignment and student accounting procedures during the school year. At the end of the first day, each homeroom teacher will submit to the main office the corrected and alphabetized sets of Emergency Student Data Forms. After the first day of school, all new enrollees must register in the main office and have on file an Emergency Student Data Form completed with truthful and accurate information. Anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty is guilty of a second degree misdemeanor under F.S. 837.06. In addition, anyone who knowingly makes a false verified declaration is guilty of perjury, a third degree felony under F.S. 92.525. The registrar/attendance clerk will also be notified of any transfer or withdrawal so that the files may be purged as changes occur. In addition, changes of address must be reflected on student records.

Where parents are divorced or separated, the parent who enrolled the student is responsible for completing the Emergency Student Data Form with truthful and accurate information that is consistent with the most recent court order governing their divorce, separation, or custody matters. Any parent contesting the information on the Emergency Student Data Form may seek assistance from the court governing their divorce, separation, or custody matters to compel the enrolling parent to revise the information on the form.

## **Legal Names of Students**

Requests from a parent to enroll a child in a public school under a name other than the legal name may be granted on a temporary basis provided court action is in process to make the assumed name legal. Official school records must list both the legal name and assumed name of the student. Students entering a District school for the first time must have an Emergency Student Data Form completed with both legal and assumed names shown.

## **Principal's Report on Attendance**

The dates to be covered by the Principal's Report on Attendance are announced annually by the Federal and State Compliance Office. Reports are to be certified on-line by the principal by the fifth working day after the close of a reporting period. Attendance reports shall be accurate and current according to the State-approved recording and reporting system.

## **Full-Time Equivalent (FTE) Surveys**

During each of several school weeks during the fiscal year, a program membership survey of each school shall be made by aggregating the full-time equivalent student membership of each program by school. The District's full-time equivalent (FTE) membership shall be computed and currently maintained according to rules of the State Department of Education. Instructions will be distributed by the Federal and State Compliance Office prior to each survey. These surveys are the basis of State monies forwarded to the District according to prescribed cost factors and base funds under the Florida Education Finance Program. For FTE Surveys 2 and 3, FTE will be prorated and allocated to schools based on student enrollment/attendance.

F.S. 984.151

F.S. 1002.20

F.S. 1003.02

F.S. 1003.21

F.S. 1003.23

F.S. 1003.24

F.S. 1003.26

F.S. 1003.27

F.A.C. 6A-1.044, Pupil Attendance Records

F.A.C. 6A-1.09512, Equivalent Minimum School Term for Compulsory Attendance Purposes

F.A.C. 6A-1.09513, Parents' Responsibility for School Attendance

F.A.C. 6A-1.09514, Excused Absences for Religious Instruction or Holiday

Revised 4/15/15

Revised 4/25/18

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Select Year:

## The 2019 Florida Statutes

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[Title XLVIII](#)  
K-20 EDUCATION CODE

[Chapter 1003](#)  
PUBLIC K-12 EDUCATION

[View Entire Chapter](#)

**1003.26 Enforcement of school attendance.**—The Legislature finds that poor academic performance is associated with nonattendance and that school districts must take an active role in promoting and enforcing attendance as a means of improving student performance. It is the policy of the state that each district school superintendent be responsible for enforcing school attendance of all students subject to the compulsory school age in the school district and supporting enforcement of school attendance by local law enforcement agencies. The responsibility includes recommending policies and procedures to the district school board that require public schools to respond in a timely manner to every unexcused absence, and every absence for which the reason is unknown, of students enrolled in the schools. District school board policies shall require the parent of a student to justify each absence of the student, and that justification will be evaluated based on adopted district school board policies that define excused and unexcused absences. The policies must provide that public schools track excused and unexcused absences and contact the home in the case of an unexcused absence from school, or an absence from school for which the reason is unknown, to prevent the development of patterns of nonattendance. The Legislature finds that early intervention in school attendance is the most effective way of producing good attendance habits that will lead to improved student learning and achievement. Each public school shall implement the following steps to promote and enforce regular school attendance:

(1) CONTACT, REFER, AND ENFORCE.—

(a) Upon each unexcused absence, or absence for which the reason is unknown, the school principal or his or her designee shall contact the student's parent to determine the reason for the absence. If the absence is an excused absence, as defined by district school board policy, the school shall provide opportunities for the student to make up assigned work and not receive an academic penalty unless the work is not made up within a reasonable time.

(b) If a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, the student's primary teacher shall report to the school principal or his or her designee that the student may be exhibiting a pattern of nonattendance. The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies, and the principal

shall notify the district school superintendent and the school district contact for home education programs that the referred student is exhibiting a pattern of nonattendance.

(c) If an initial meeting does not resolve the problem, the child study team shall implement the following:

1. Frequent attempts at communication between the teacher and the family.
2. Evaluation for alternative education programs.
3. Attendance contracts.

The child study team may, but is not required to, implement other interventions, including referral to other agencies for family services or recommendation for filing a truancy petition pursuant to s. 984.151.

(d) The child study team shall be diligent in facilitating intervention services and shall report the case to the district school superintendent only when all reasonable efforts to resolve the nonattendance behavior are exhausted.

(e) If the parent refuses to participate in the remedial strategies because he or she believes that those strategies are unnecessary or inappropriate, the parent may appeal to the district school board. The district school board may provide a hearing officer, and the hearing officer shall make a recommendation for final action to the district school board. If the district school board's final determination is that the strategies of the child study team are appropriate, and the parent still refuses to participate or cooperate, the district school superintendent may seek criminal prosecution for noncompliance with compulsory school attendance.

(f)1. If the parent of a child who has been identified as exhibiting a pattern of nonattendance enrolls the child in a home education program pursuant to chapter 1002, the district school superintendent shall provide the parent a copy of s. 1002.41 and the accountability requirements of this paragraph. The district school superintendent shall also refer the parent to a home education review committee composed of the district contact for home education programs and at least two home educators selected by the parent from a district list of all home educators who have conducted a home education program for at least 3 years and who have indicated a willingness to serve on the committee. The home education review committee shall review the portfolio of the student, as defined by s. 1002.41, every 30 days during the district's regular school terms until the committee is satisfied that the home education program is in compliance with s. 1002.41(1)(d). The first portfolio review must occur within the first 30 calendar days of the establishment of the program. The provisions of subparagraph 2. do not apply once the committee determines the home education program is in compliance with s. 1002.41(1)(d).

2. If the parent fails to provide a portfolio to the committee, the committee shall notify the district school superintendent. The district school superintendent shall then terminate the home education program and require the parent to enroll the child in an attendance option that meets the definition of "regular school attendance" under s. 1003.01(13)(a), (b), (c), or (e), within 3 days. Upon termination of a home education program pursuant to this subparagraph, the parent shall not be eligible to reenroll the child in a home education program for 180 calendar days. Failure of a parent to enroll the child in an attendance option as required by this subparagraph after termination of the home education program pursuant to this subparagraph shall constitute noncompliance with the compulsory attendance

requirements of s. 1003.21 and may result in criminal prosecution under s. 1003.27(2). Nothing contained herein shall restrict the ability of the district school superintendent, or the ability of his or her designee, to review the portfolio pursuant to s. 1002.41(1)(e).

(g) If a student subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent or the district school superintendent or his or her designee shall refer the case to the case staffing committee pursuant to s. 984.12, and the district school superintendent or his or her designee may file a truancy petition pursuant to the procedures in s. 984.151.

(2) GIVE WRITTEN NOTICE.—

(a) Under the direction of the district school superintendent, a designated school representative shall give written notice that requires enrollment or attendance within 3 days after the date of notice, in person or by return-receipt mail, to the parent when no valid reason is found for a student's nonenrollment in school. If the notice and requirement are ignored, the designated school representative shall report the case to the district school superintendent, who may refer the case to the child study team in paragraph (1)(b) at the school the student would be assigned according to district school board attendance area policies or to the case staffing committee, established pursuant to s. 984.12. The child study team shall diligently facilitate intervention services and shall report the case back to the district school superintendent only when all reasonable efforts to resolve the nonenrollment behavior are exhausted. If the parent still refuses to cooperate or enroll the child in school, the district school superintendent shall take such steps as are necessary to bring criminal prosecution against the parent.

(b) Subsequent to the activities required under subsection (1), the district school superintendent or his or her designee shall give written notice in person or by return-receipt mail to the parent that criminal prosecution is being sought for nonattendance. The district school superintendent may file a truancy petition, as defined in s. 984.03, following the procedures outlined in s. 984.151.

(3) RETURN STUDENT TO PARENT.—A designated school representative may visit the home or place of residence of a student and any other place in which he or she is likely to find any student who is required to attend school when the student is not enrolled or is absent from school during school hours without an excuse, and, when the student is found, shall return the student to his or her parent or to the principal or teacher in charge of the school, or to the private tutor from whom absent, or to the juvenile assessment center or other location established by the district school board to receive students who are absent from school. Upon receipt of the student, the parent shall be immediately notified.

(4) REPORT TO APPROPRIATE AUTHORITY.—A designated school representative shall report to the appropriate authority designated by law to receive such notices, all violations of the Child Labor Law that may come to his or her knowledge.

(5) RIGHT TO INSPECT.—A designated school representative shall have the right of access to, and inspection of, establishments where minors may be employed or detained only for the purpose of ascertaining whether students of compulsory school age are actually employed there and are actually working there regularly. The designated school representative shall, if he or she finds unsatisfactory working conditions or violations of the Child Labor Law, report his or her findings to the appropriate authority.

**History.**—s. 121, ch. 2002-387; s. 5, ch. 2006-301; s. 3, ch. 2018-134.



## Anti-Discrimination Policy

### Federal and State Laws

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

**Title VI of the Civil Rights Act of 1964** - prohibits discrimination on the basis of race, color, religion, or national origin.

**Title VII of the Civil Rights Act of 1964 as amended** - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

**Title IX of the Education Amendments of 1972** - prohibits discrimination on the basis of gender.

**Age Discrimination in Employment Act of 1967 (ADEA) as amended** - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

**The Equal Pay Act of 1963 as amended** - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

**Section 504 of the Rehabilitation Act of 1973** - prohibits discrimination against the disabled.

**Americans with Disabilities Act of 1990 (ADA)** - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

**The Family and Medical Leave Act of 1993 (FMLA)** - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

**The Pregnancy Discrimination Act of 1978** - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

**Florida Educational Equity Act (FEEA)** - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

**Florida Civil Rights Act of 1992** - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

**Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)** - prohibits discrimination against employees or applicants because of genetic information.

**Boy Scouts of America Equal Access Act of 2002** – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

*Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.*

#### **In Addition:**

**School Board Policies 1362, 3362, 4362, and 5517** - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information contact:

Office of Civil Rights Compliance (CRC)  
Executive Director/Title IX Coordinator  
155 N.E. 15th Street, Suite P104E  
Miami, Florida 33132  
Phone: (305) 995-1580 TDD: (305) 995-2400  
Email: [crc@dadeschools.net](mailto:crc@dadeschools.net) Website: <http://crc.dadeschools.net>