

South Miami Middle Community School Attendance Procedures

Admits will be available in the attendance office from 7:45 - 8:20 a.m. daily. Students must bring in a note from home within 3 days upon returning to school to receive an admit. The note must include the dates of the absence as well as explain the reason for the absence. If a student misses five or more **consecutive** days of school due to illness or injury he/she is required to provide a written statement from a medical provider. The written statement must include all days the student has been absent from school. If a student is absent from school as a result of a medical appointment, he/she must return to school with a note from the medical provider indicating the date and time of the appointment. **Phone calls will not be accepted.**

Absences

The following are considered excused absences:

- * Illness of student
- * Medical appointment
- * Death in family
- * Observance of religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed;
- * School personnel event or activity previously approved;
- * Other individual student absences beyond the control of the parent or student as approved by the principal or her designee.

ALL OTHER ABSENCES ARE UNEXCUSED, including, but not limited to:

- * Absences due to vacations (personal services, local non-school event, program or sporting activity)
- * Absences due to older students providing day care services for siblings
- * Absences due to illness of others
- * Absences due to non-compliance of immunization requirements
- * Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence
- * Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused absent until he/she submits required documentation as specified above.

If the student was absent for a legitimate reason, the student is given a satisfactory admit and the attendance clerk will reflect the excused absence in the computer.

****Note:** Once a student accumulates more than 10 absences/tardies (excused or unexcused) during a school year, a note from a parent stating that the student was sick is no longer permissible. In this case, the parent must provide official documentation (doctor's note, court papers, etc) to get an excused admit/tardy.

A student accumulating ten (10) or more class unexcused absences in an annual course or five (5) or more class unexcused absences in a semester course will have the final grade for the course withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee.