

# Kinloch Park Elementary

## Attendance Procedures

### TARDIES

Children are to be considered tardy if they are not in your classroom **at the time of the second bell (K-1@8:20 AM) (2-5@8:35 AM)**. Tardy students **MUST** clear through the office.

### ABSENCES

The following information is provided as a review of the procedures presently in practice in all Miami-Dade County Public Schools.

#### a. **Excused School and Class Absences and Tardies**

- a. Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. 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, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
- b. Medical appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment, must be submitted to the principal.
- c. Death in family
- d. 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.
- e. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal's designee: The student must receive advance written permission from the principal or the principal's designee. Examples of special events include: public functions, conferences, and region, state and national competitions.
- f. Subpoena by law enforcement agency or mandatory court appearance.
- g. Outdoor suspensions
- h. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

**NOTE:** Student granted an excused absence has the right to make up all class work within a reasonable length of time. After successful completion of all make-up assignments, the student cannot be grade-wise penalized for that absence.

#### b. Unexcused Class Absence

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. All unexcused absences will result in a failing grade being issued for any work missed on the day(s) in question. A student accumulating ten (10) or more unexcused class absences in the year; five (5) or more unexcused class absences in a designated semester course, will be subject to a mandatory Attendance Review Committee meeting with parents/guardians.