

South Miami Heights Elementary School Attendance Action Plan

Absences and Tardy Procedures

Teachers will be the first line of communication with parents regarding student absences. Please follow the procedures below when a student is absent from class.

ABSENCES

# OF ABSENCES	PROCEDURE
Daily absence	School Messenger phone message
3 unexcused absences	Parent contact by teacher
5 unexcused absences	Referral to Counselor; Letter sent home
7 unexcused absences	Referral to Administration, Home Visit by Social Worker, intervention strategies/contract (ARC)
10 unexcused absences	Referral to DJJ

TARDIES

1 st and 2 nd Tardy	Warning
3 rd Tardy	Parent contact via School messenger
4 th Tardy	Parent Conference or home visit
5 th Tardy	Detention No Show- Indoor suspension
6 th Tardy	Detention No Show- Indoor Suspension
* Further Tardies will result in indoor suspension until parent comes in for administrative conference.	

INCENTIVES

Students in grades K-5 having perfect attendance for the quarter will receive recognition from the counselor.
Students in grades 1-5 will receive a certificate and medallion each nine weeks of perfect attendance.