



**This document is for you to track your child's absences and tardies from school. Upload any medical notes or other documentation you may have to McKeel Systems.**

**Absent 10+ days/Year:** If the student is absent for 50% or more of any school day, the entire day will be counted as one day of absence. After a student is absent for ten or more days from any one class period, it will be determined that the student has reached an excessive amount of absences. Absences related to COVID-19 will be reviewed on a case by case basis.

**Late Arrival to School Policy:** Students who miss more than 50% of any class due to being late will be marked as absent for that class. Students do not need to be checked in by a parent when tardy, but all students must report to the office for check in upon first arriving at school after the late bell at 8:45 a.m. and receive a pass to class. In the event that a student is tardy due to a medical appointment, documentation from the doctor should be uploaded into McKeel Systems. If a student reaches six tardies without medical documentation, the tardies will be turned into an absence for the class period and the student will receive an infraction.

**Late Arrival to Class Policy:** A student with an unexcused tardy to class will receive an infraction, in accordance with the School-wide Expectations. Additionally, any student who has five (5) unexcused tardies to any of their classes will be issued a before school detention.

**Truancy law:** Florida law defines "truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian. Truant students are reported to the Department of Juvenile Justice through an automated system for excessive unexcused absences. Florida Statutes require suspension of a student's driver's license when the student reaches 15 or more unexcused absences within a 90-day period.

\*Although it is a McKeel expectation that students attend school daily, the health and safety of our students is of primary concern. For this reason, any student that is experiencing symptoms typically associated with a contagious illness should not attend school. TSMA will work with families of students who may contract COVID-19 and will develop a comprehensive care plan for returning to school.

This information is taken from the 2020-2021 Student Handbook, pages 12-13. The entire handbook can be found at [www.mckeelacademy.com](http://www.mckeelacademy.com), under the Information tab, Student Resources category.

<b>Date</b>	<b>Tardy or Absent</b>	<b>Reason</b>	<b>Parent Signature</b>

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