



Bear Branch Intermediate School

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PURPOSE: School Attendance

DATE: September 27, 2018

Dear parents, relatives, and/or guardians,

The purpose of this letter is to properly inform you about the policies and procedures pertaining to attendance, absenteeism, leave earlys, and tardies. Regular school attendance is essential for our students to make the most of their education. Being absent from school, arriving late to school, and leaving early from school may result in disrupting the mastery of instructional materials.

We are limiting parent notes to 8 for the school year.

Absenteeism. For absenteeism, parent notes ***will not be accepted after 10 days*** from when the absence occurred. However, in the event that a student sees a licensed health care provider and provides an official medical excuse, the tardy, leave early, and/or absentee will not be included in the count. ***Official medical notes can be turned in at any time throughout the school year.***

Tardies and Leave Earlys. For tardies and leave earlys, the MISD handbook states the following: When a student is tardy to school (morning arrival) **and/or** leaves early 8 times as documented by the attendance office, the parent will be asked to attend a class provided by the district. In the event that the parent does not attend the parenting class, we, the campus administration, have decided to issue lunch detention only to students who exceed the 8-count limit. Additional lunch detention days will continue to be assigned to that student who accumulates multiples of 3 tardies and/or leave earlys.

Period Tardies. There are 8 periods during the school day. Our teachers will begin taking student tardies by period. Please speak to your child about the importance of getting to class on time. There will be consequences for students who show a repetitive pattern of multiple tardies over a class period as well as tardies throughout the day.

The student handbook can be accessed online for your review of the attendance policy. If you have any questions, please feel free to contact the school. Thank you for your continued support of BBIS, a place where we are preparing the way!!

Mr. Burns & Mr. Gassaway