



# Bear Branch Intermediate School

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Coni Felinski  
Principal

Mike Arnold  
Assistant Principal

Jaci Brown  
Assistant Principal

Sarah Kassuba  
Counselor

**PURPOSE:** School Attendance

**DATE:** September 3, 2019

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 earlies, 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 10 for the school year.***

For absenteeism, parent notes will be accepted within 10 days of the absence. In the event the student sees a licensed health care provider, an official medical excuse should be turned in upon the student's return to school. Official medical notes can be turned in at any time throughout the school year.

For tardies and leave earlies, 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 truancy class, the campus administration can issue lunch detention for those students exceeding the 8-count limit. Additional lunch detention days will be assigned to that student who accumulates multiples of 3 tardies and/or leave earlies.

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!