

Bemidji Middle School Attendance Policy

Student Responsibilities:

1. Students are to attend class daily and arrive on time.
2. Students and parent/guardian are asked to sign a verification form indicating the attendance policy has been read and understood.
3. Students are responsible for completing make-up assignments, tests and quizzes within two school days for each day absent unless previous arrangements have been made with the classroom teacher.
4. Students may not leave school grounds without permission for any reason. Permission may be granted to leave the building by the attendance office or the health office.
5. Student should remind the parent to contact attendance office prior to, the day of, or no later than 10:00 A.M. the day after the absence and when possible to schedule appointments during non-school hours.
6. Student is to follow admit slip procedures outlined in each building for absence and reporting late for class.

Parent/Guardian Responsibilities:

1. Parents are expected to ensure that their children attend school.
2. Parents are asked to inform the school of absences prior to, the day of, or no later than 10:00 A.M. the day after the absence.
3. Parents are asked to try to schedule student appointments outside the school day to minimize the impact of his/her absence on attendance.
4. Parents are asked to notify the attendance office of an extended absence prior to the start of the absence.
5. Parents are asked to contact the attendance office, counselor, social worker, advisor or teacher if there are any concerns about the student's attendance.
6. Parents who suspect their child is not attending school should contact the school attendance office.

Teacher/School Responsibilities:

1. Teachers will take attendance daily, regularly and accurately.
2. When a student is absent, teachers will inform the student of missing assignments and dates they are due.
3. Teachers will encourage students to attend school and will report frequent absences.
4. Teachers are expected to communicate concerns about attendance to parents.
5. Teachers should report any discrepancies in the daily attendance to the attendance office.
6. Teachers should be familiar with all procedures governing attendance and to apply these procedures uniformly.
7. Teachers should have students and parents sign a verification form stating they have received, read and understand the attendance policy.

Administrator Responsibilities:

1. Administrators will inform students, teachers and parents/guardians of the attendance policy.
2. Administrators will communicate and apply procedures developed to address attendance concerns.
3. Administrators are expected to communicate with parents when student attendance becomes a concern and encourage parents to remediate any attendance problems.
4. The administrators will ensure that attendance of students is monitored regularly. Parents or guardians will be contacted when attendance concerns (absences and tardies) are noted.
5. Administrators will plan interventions for students with excessive absences/tardies.
6. Administrators will hold teachers accountable for recording accurate attendance.
7. Administrators will facilitate and participate in the appeals process.

General Procedures:

Classifications for "Excused" and "Unexcused" absences will exist for the purpose of tracking truanancies and for safety reasons. Excused absences will be any absence excused by the parent ahead of time, the day of the

absence, or up until 10:00 A.M. the day following the absence. "Unexcused" absence will be any absence in which the parent does not contact the school within the designated time frame. Contact can be by phone or in the form of a note, however a phone call is preferred. Number to call: 333-3215 extension # 52004.

Interventions and Reporting:

Absences will be recorded in the attendance office when a written note or phone call is received from the parent or guardian. Parents are to contact the attendance office prior to the absence, the day the absence occurs or up until 10:00 a.m. the day following the absence. Extra curricular activities are not counted as absences.

The Attendance Review Team (ART) is made up of the principals, counselors, social worker, truancy intervention coordinator, Indian Education Home School Liaison etc.

BMS Offers a volunteer Beltrami County truancy/tracker program by parent or school request.

First Intervention:

- Students who are absent are required to make up assignments or complete alternative assignments as determined by the classroom teacher.
- Students will be given two days for each day missed or as arranged through contract with the teacher to complete make-up assignments.
- A student's attendance concerns are reviewed at an attendance review meeting.
- An attendance printout and a school policy letter will be sent to parents/guardians of students whose average daily attendance falls below 80 percent.

Second Intervention:

- Review absences of students who miss 20 percent or more days and/or students who are truant two or more times.
- The attendance monitor will personally contact students (and phone home) who miss additional days/periods after the printout is sent home.

Third Intervention:

- If there is no improvement in attendance, the case will be reviewed by the Attendance Review Team (ART) and one or more of the following will be implemented:
 - a. home visit or parent meeting
 - b. students will be referred to the Truancy Intervention Program
 - c. referral to social services for educational neglect

Fourth Intervention:

- If there is no improvement in attendance after the third intervention has been made, a truancy petition will be filed.

Other:

- All students shall be provided a copy of the attendance policy and procedures.
- When a student's average attendance falls below 80 percent, the parent will be notified by letter at mid-quarter or on the report card at the end of each quarter.

Appeal Process:

1. Within five school days after the eighth absence, a student and parent or guardian must request an appeal by the Attendance Review Team. The request may be in writing, in person, or by a phone call to the school administrator. The Attendance Review Team may consist of: counselor, social worker and/or Indian Education liaison, and at least one of the student's classroom teachers. A request for review of absences in a timely manner may be made in writing, in person, or by phone call to the school administrator.
2. At the appeal, the administrator's role will be to present the information and reasons for the prior decision to the ART. The Attendance Review Team (ART) shall hear all appeals.
3. A parent or guardian and the affected student should appear in person at the appeal.
4. Upon recommendation of the review committee or administrator, the school administrator will notify the student and parent within three school days of the decision of the appeal.
5. After the appeal, the student will be expected to attend all scheduled classes. The parents/guardians may call the attendance office and check on their child's attendance.