

A. MacArthur Barr Middle School Attendance Procedures

Notice

- The attendance procedures will be included in handbooks and will be reviewed with students at the start of the school year.
- Parents will receive a summary of these procedures by mail at the beginning of the school year.
- Faculty and staff will be provided with a copy of the attendance procedures.
- All faculty and staff will meet at the beginning of each school year to review the attendance procedures.
- The attendance procedures will be reviewed during “Meet the Teacher” night at the beginning of each school year. The importance of student attendance, as well as the importance of the role the parents play, will be stressed.
- The Principal’s Bulletin will include reminders of the components of the procedures on a periodic basis.
- Copies of these procedures will be made available to any community member upon request.
- When a student is absent, tardy, or leaves early from class or school without an excuse, teachers, the attendance secretary, or designated staff members will notify the student’s parents by phone of the specific ATED (unexcused absences, tardiness, and early departures).

General Procedures

- The teachers, on a period-by-period basis, take attendance daily in each class.
- All attendance information is brought to the attendance office secretary, who oversees the keeping of records.
- The nature of an ATED will be coded on a student’s record.

- Attendance summaries are provided at the end of each day to the building administrators.
- When additional information is received that requires corrections to be made to a student's attendance records, corrections will be made immediately. Notice of a change will be sent to appropriate school personnel.
- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early.
- Students must be present for all classes during the school day in order to participate in extra or co-curricular activities that day.

Disciplinary Consequences

- As per the middle school Code of Conduct, disciplinary consequences will be enacted when attendance procedures are violated. Parents will be informed of resulting disciplinary actions.
- The relationship between attendance and student performance is essential. Consequently, each marking period a student's grades may be based on classroom participation in addition to performance on homework, tests, papers, projects, etc.
- Students who are unable to attend school on a given day due to their participation in a school-sponsored activity may arrange with their teachers to make up any missed work. This also applies to any student who is absent, tardy or leaves early from school or class due to illness or any other excused reason.
- Students who are absent from school for unexcused reasons (i.e. a family vacation that does not coincide with the school calendar) will be expected to make up all work on their own. Teachers are not responsible to provide work for students when families choose to remove their children from school for extended unexcused absences.
- Students who are absent from school will be given make-up opportunities for specific assessments and assignments and must complete the aforementioned by a date specified by the student's teacher.

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