



## Bailey Middle School Attendance Policy (2022-23)

Being present and on time for school is a daily expectation for all Bailey students, as well as a good habit students need to acquire in preparation for high school, college, and their career. Attendance is compulsory by the State of North Carolina pursuant to the General Statutes Section 115c-378. In addition, being absent for all or part of the day can impact students' academic performance as well as their social and emotional well-being. **Excused absences and tardies include:** sickness (quarantine), bereavement, school visits, court, and medical or dental appointments. Automated phone calls are made for excused and unexcused absences daily.

### Daily Absence Procedures:

- Use the Bailey attendance link on our website to report an absence or contact the front office within 24 hours. Parent emails, written notes, and/or phone calls are acceptable forms of communication.
- Course materials and assignments are available in Canvas for your student to access 24/7. Please note that completing work in Canvas does not excuse a student's absence and your student is highly encouraged to attend working lunch upon their return to help them catch up on missed instruction.

**Chronic Absences:** The following procedures will be utilized to address chronic absences:

- 3+ Absences – Official attendance letter mailed home
- 4 - 5 Absences – Personal call from Counselor or Admin with a follow-up email
- 6 - 10 Absences – All of the above PLUS a home visit to discuss an absence reduction plan
- 10 + Absences – All of the above PLUS Possible referral to DSS or Local Law Enforcement

**Tardy Policy & Procedures:** Students are considered tardy if they arrive after 9:15 a.m. When tardy, students must sign-in at the front office, receive a tardy slip, and report directly to class. Excused/medical tardies are exempt from the policy listed below. Also, breakfast may not be available after 9:15 am.

### **Unexcused Tardies will result in the following consequences**

- Tardy # 1 – Documented verbal reminder from the front office
- Tardy # 2 – Documented reminder email home from the front office
- Tardy # 3 – Documented reminder email from a Counselor
- Tardy # 4 – One day of After School Detention (ASD – 4:15-5:15 pm)
- Tardy # 5 – Two days of After School Detention (ASD – 4:15-5:15 pm)

*\*Please note that ASD supersedes any school based practice, event, or game and prohibits participation.*

- Tardy # 6 – Half day of ISS and Individual Tardy Reduction Plan
- Tardy # 7 – Full Day of ISS and Required Parent Conference (in-person)
- Tardy # 8+ – Full Day of ISS and Possible referral to DSS or Local Law Enforcement

**Please note that signing via electronic signature on the Bailey Online Blue Card acknowledges that you have read and understand the Bailey Attendance Policy.**