

## **MBMS ATTENDANCE**

The person in charge of attendance at MBMS is Emily Murray. If you have any questions regarding your student's attendance, she can be reached by phone at 706-310-1992 x1112.

Absent notes may be turned in to the front office, emailed to: [emurray@oconeeschools.org](mailto:emurray@oconeeschools.org) or faxed to 706-310-1993.

### **Absences**

Attendance notes should be emailed, faxed or turned in to the office within **48 hours** of the student's return to school. They should include the student's **FIRST** and **LAST** name and the date(s). There is no limit on the number of medical notes that are accepted. Parent notes are limited to five (5) days per year. All absences remain unexcused until documentation is received regarding any absence. Students will also be considered absent if they arrive to school after 12:00 pm, or if they check out of school before 12:00 pm and do not return that same day.

### **Tardies**

A student is considered tardy when arriving to school after the 8:15 bell and will have to sign in on the computer at the front office. Tardies to school are excused for the same reasons as excused absences with proper documentation. There is no limit on the number of medical notes that are accepted for being tardy. Parent notes are limited to three (3) times per quarter.

Three (3) unexcused tardies will result in a written warning. Five (5) unexcused tardies will result in after school detention. This is per quarter - students will start fresh at the beginning of each new quarter.

### **OCS Attendance Protocol:**

<https://docs.google.com/document/d/1aYicQWe-uwRELEpzpg5aGLPLLLa2wgLQZ7Cn7zWLTes/edit?usp=sharing>