

St. Anne's-Belfield School

Lower School Attendance Expectations 2021-22

Students are to be present and on time for all scheduled classes, activities, events, Chapel services, assemblies, etc. Although illness and emergencies are clear reasons for missing classes, any disruption to daily school routines impacts learning and the School community. Therefore, any unnecessary absences are discouraged.

Morning Attendance

- Homeroom classes begin each morning at **8:05 a.m.** Students who are not in their homerooms by **8:10 a.m.** are marked absent.
 - The Lower School divisional assistant will contact families after **9 a.m.** if the reason for the student's absence is unknown. This practice is for your child's safety.
 - Absences that are not reported by the family will be marked as unexcused until the main office and the family connect.
- If your student is not attending school due to illness or an emergency, please inform the divisional assistant. You may either call **434-295-0106** or email lvattendance@stab.org.
- If a student will be late, please call or email as soon as possible.

Expectations for Excused Absences

- Frequent or sustained absences may significantly hamper academic and social emotional growth. Therefore students and families need to be diligent about school attendance.
- Excused absences are those which arise from sickness, trauma, or crisis.
- Students are expected to be in school except for illness or serious emergency. Absences for reasons other than these are strongly discouraged and considered unexcused.
- If a student earns more than three unexcused absences or five unexcused tardies in a trimester, the family may be asked to meet with the Head of the Lower School for a conversation on how the family and the School can better partner to support a student's regular attendance.
- An [Anticipated Absence Form](#) is required for any pre-planned absence of a day or more. This form should be submitted at least 48 hours in advance of the absence. Students are expected to complete assignments missed during the absence. Families and students should work with teachers to confirm both necessary materials before departing and assignment completion upon return.

Late Arrivals and Early Dismissals

- If your student will arrive late, call the Lower School divisional assistant (**434-295-0106**) in advance to arrange a time for arrival at the main K - 4 entrance.
 - If a student is late due to a medical appointment, please send a note from their doctor with the student to present to the office upon arrival.
 - Students should sign in with the divisional assistant.
 - Students should be accompanied to the front entrance by an adult.

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- When a student must leave early from school, a note, email or phone call by **9 a.m.** to the divisional assistant and the homeroom teacher stating the reason for the departure and the departure time is required.
 - Please avoid scheduling routine appointments in the middle of the school day.
 - Students should be met at the front entrance by an adult.
- If a student leaves campus for an appointment and plans to return to school, please call the Lower School divisional assistant to inform them of return time.
 - Students should be accompanied by an adult to the front entrance of the School and will need to sign in with the divisional assistant.

Attending School Remotely

- Remote learning is only available for COVID-related absences that are expected to extend for more than two days of school.
- Remote learning is not offered for family vacations or times when children miss school due to brief illness. In the case of a brief student illness, teachers will work with students to catch up when they return to School.
- To transition to remote learning, a student's family must submit documentation from a medical provider to the division head specifying the need for an extended absence and its anticipated duration.
- Once the School approves the transition to remote learning, a student can expect programming, including course materials and links to synchronous class meetings, to be available between 24 - 48 hours following approval. In the interlude, families should coordinate with a child's homeroom teacher to pick-up physical materials needed to support a student's learning at home.
- Lower School remote learners are expected to follow the School schedule at home, be present, active, and engaged during synchronous components, and participate in virtual community events. Students learning remotely should follow the protocols for communication outlined above related to morning attendance and excused absences. If a remote learner misses morning meeting or a class, the student will be marked absent. Absences that are not reported by the family will be marked as unexcused until the main office and the family connect.

For information about extended medical absences unrelated to the COVID-19 pandemic, see the School's "Medical Leaves of Absence" protocols in the Student and Family Handbook.