

St. Anne's-Belfield School

Upper School Attendance Expectations for 2021-22

Attendance is essential to the fulfillment of the mission of St. Anne's-Belfield School, and all students are expected to be present and on time for all scheduled classes, activities, events, Chapel services, assemblies, or assigned appointments. The School prides itself on interactive classes, so any absence can negatively impact a class and add to the burden of our teachers and other students. 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

The school day begins promptly at **8:45 a.m.** All students, even those who are not scheduled for a class, must arrive at school by **8:45 a.m.** Students who are not accounted for by **8:45 a.m.** are marked absent. The upper school academic secretary will contact families after **9:15 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 or will be late for any reason, please inform the academic secretary first thing in the morning.

- Call **434-296-2430** or
- Email attendance@stab.org

Expectations for Excused Absences

Frequent or sustained absences may seriously hamper academic progress. Students who are chronically absent jeopardize their status as an enrolled student at the School. For this reason, parents and students need to be diligent about school attendance.

Excused absences are those which arise from sickness, trauma, or crisis. Absences for reasons other than illness or family emergency are strongly discouraged and are considered unexcused. If a student earns more than three unexcused absences or five unexcused tardies in a term, the family may be asked to meet with the Head of the Upper School for a conversation on how the School and family can better partner.

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. The student is expected to complete coursework and assignments missed during the absence. Students should confirm with their teachers both the materials needed before departing and the completion of assignments upon return.

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On-Campus Late Arrivals and Early Dismissals

Late students must sign-in at the main office. If a student is late due to a medical appointment, please send a note from their doctor in with the student to present to the office upon arrival.

When a student must leave early from school, an official note, email, or phone call stating the reason for the departure and departure time must be received by the upper school academic secretary before 9:00 a.m. A student with permission to leave school grounds must **sign out** at the office before departing. Students who return to school must **sign in** at the main office before returning to class or school activities. Students who request to be dismissed early from school for any reason (doctor's appointment, extracurricular event, etc.) must submit work that is due on that same day, even for classes that are missed. In other words, being dismissed early does not grant an extension to work that is due that same day.

On-Campus After School Activities

- Students must be present on-campus for the school day in order to participate in after school activities.
- Students may not participate in on-campus after school activities if they are not attending school on-campus.

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 rare cases due to geopolitical circumstances (such as difficulties with visa acquisitions, travel bans, etc.) and with the approval of the Upper School division head, an Upper School student may be approved to transition to online learning. 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 on Canvas between 24-48 hours following approval. In the interlude, families should coordinate with a child's teacher or advisor to pick-up physical materials needed to support a student's learning at home.

Upper 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 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 Leave of Absence protocols in the Student and Family Handbook.