



## Bristol Elementary Attendance Guide

**"Every Day Counts, Every Minute Matters."**

### Why Attendance Matters at Bristol

At Bristol Elementary, we believe every day counts. Regular attendance helps our students *engage, thrive, and achieve* academically, socially, and emotionally. When students are consistently present, they feel a stronger sense of belonging, stay on track with learning, and are better prepared for success. \*\*

### Fast Facts:

- Students who miss school—even occasionally—can fall behind academically.
- Missing 2 days a month equals 20 days a year. That is 30 hours of Math and 60 hours of Reading. By graduation, your student will have lost one year of school.
- Missing 4 days a month equals 40 days a year. That is 60 hours of Math and 120 hours of Reading. By graduation, your student will have lost two years of school.
- Tardiness causes disruptions and missed morning routines, including breakfast, community building, preparation for the day and instruction.
- Students with chronic absences in the early grades are at greater risk of dropping out later in life.



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## Bristol's Attendance Expectations

### Excused Absences Include:

- Personal illness or injury
- Medical or mental health appointments
- Religious holidays
- Court appearances
- Severe weather (if the District is on a weather alert).

### Procedures:

- Parents must notify the office of an absence by 7:50 AM by phone. At 8 AM, the District notification system is triggered to send out absence notifications to families.
- Doctor's notes or documentation must be provided for all absences. Students can bring them when they return.

### Unexcused Absences Include:

- No contact or documentation provided within 48 hours
- Oversleeping, missing the bus, or vacations

Each unexcused absence will be recorded in PowerSchool and will prompt an automated call home.

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### Truancy & Chronic Absenteeism Definitions

As outlined in D11 Board Policies [JH](#) and [JHB](#):

- **Truant:** Absent without valid excuse or permission.
- **Habitually Truant:** 4 unexcused absences in 1 month **or** 10 in a school year.
- **Chronically Absent:** Missing 10% or more of enrolled days (excused and/or unexcused).

If your child approaches these thresholds, Bristol staff will:

1. Contact you to discuss attendance patterns.
2. Initiate an attendance improvement meeting and contract.
3. Offer support from New Horizons and other community organizations.
4. Refer the case to District Student Support and Engagement if absences persist.
5. Initiate Truancy Court as a last resort.

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## **Tardiness Matters Too!**

Tardies disrupt the entire class and sets your child off on the wrong foot.

- Students arriving at 7:50 AM must report to the front desk for a tardy pass.
- Students arriving after 7:55 AM must be signed in by a parent.
- If a student is tardy for 50% or more of either AM or PM session, it is counted as a half-day absence.
- Parents will be notified via the district's automated system of an "Absence" until the office has updated the student's record to "Tardy".
- Excessive tardiness may trigger an attendance plan.
- Eight tardies will convert to one unexcused absence.



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## **Leaving School Early**

- A parent/guardian or designated individual must present valid ID and sign out their student in the office.
- Students will only be released to individuals listed in PowerSchool and designated as a "pick up" OR if approved by a parent phone call.
- **Students will not be called out of class until the parent is physically present and student has been signed out.**

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## **Participation in After-School Activities**

- Students who are absent may not participate in after-school events or activities unless otherwise approved by administration.

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## **Make-Up Work**

- For excused absences: Full credit will be granted. Students must request work upon return.
- Teachers will only prepare work when the student returns and if asked.

- For unexcused absences: Make-up work may be provided with full or partial credit at the administrator's discretion.
- Teachers will prepare work each day the student is absent, but students remain responsible for following up upon return.

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### **Parent/Guardian Cooperation is Key to support your child's attendance:**

- Schedule appointments outside of school hours when possible.
- Communicate any absence promptly and follow up with documentation.
- **Take vacations during scheduled breaks.**
- Help your child build a strong routine and emphasize the importance of daily attendance.
- Update contact information with the front office as soon as changes occur.

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### **Let's Partner for Student Success!**

At Bristol, we know that attendance is a shared responsibility. Together, we can ensure that every student is present, empowered, and ready to explore the possibilities. Please contact the school office for support before poor attendance becomes a problem. We are happy to help.

### **BRISTOL BELL SCHEDULE**

- 7:30 AM Dropoff students, Breakfast is served in the cafeteria
- 7:45 AM First bell rings, and the cafeteria is closed
- 7:50 AM Late bell rings, students are in seats and ready for the day
- 2:50 PM End of day pick up

### **Lunch/Recess Schedule: 2026 – 2027**

2<sup>nd</sup> Grade - Lunch - 11:30 – 11:50/Recess - 11:50 – 12:10

3<sup>rd</sup> Grade - Lunch - 11:30 – 11:50/Recess - 11:50 – 12:10

Kindergarten - Recess - 11:30 – 11:50 /Lunch - 11:50 - 12:10

1<sup>st</sup> Grade - Recess - 11:30 – 11:50 /Lunch - 11:50 - 12:10

4<sup>th</sup> Grade - Lunch - 12:15 - 12:35 /Recess - 12:35 - 12:55

5<sup>th</sup> Grade - Lunch - 12:15 - 12:35 /Recess - 12:35 - 12:55



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*\*\* District 11 Attendance Goal - From the Student Handbook - page 7*

*“School District 11 believes that mandatory attendance is an essential component of student achievement and the District works hard to make sure that attendance is accurately recorded, monitored, and reviewed for every student. The District has a rigorous goal to reach 95 percent attendance for all schools, all grade levels and for all students. The guidelines set forth in this attendance policy apply to all traditional, charter, alternative, and online schools within District 11 and help us reach our attendance outcomes.”*

*\*This document is based on District 11 School Board Policies JH and JHB.*