



BCS Lower School

Attendance Policies and Procedures

Policy Statement

All classes begin promptly at *8:00 AM. We believe that regular attendance in classes is essential to the success of a student's school experience. One can really never make up or compensate for an absence from class. Any work done to make up what was missed during an absence is primarily an effort to bridge a gap in classroom experience. This is only a substitute for classroom attendance. Students will be required to make up all missed work including homework and tests.

It is our goal this year to have EVERY student in their classroom, seated, and ready to go by 8:00 am! (On Thursdays, this time would be 8:45 am.) Instruction begins at this time! This means that you will need to arrive on campus BEFORE 8:00 am to allow your child ample time to exit your car and get to his classroom. Please consider your early morning schedule, commute, and routine to help us meet this goal to have every student in their seat ready to learn by 8:00 am each day!

*Please note that the Lower School has a Thursday late start day. School will begin at 8:45 am on Thursday mornings.

Requests for Excused Absences or Checkouts

Regular attendance in class is essential to the success of a student's school experience. One can never really make up or compensate for absence from class. Therefore, it is generally assumed that each student and family will do everything possible to fulfill commitments to the school, including attendance.

Pre-Planned Excused Absences

- Please email lsattendance@bcsk12.org for approval of such requests. If pre-approval is not obtained, approval may not be granted and the absence may be considered unexcused. Please include the classroom teacher on your request.
- Examples of pre-planned absences include: business trips, competitions, medical appointments, weddings, funerals, etc.

- Pre-planned days surrounding school holidays (spring break, President's Day weekend, etc.) will not be excused.
- Students are not given additional time to make up work for pre-planned absences. All work is due the day of return. Please contact your child's teacher for the assignments and plan to complete the work during your absence. At the teacher's discretion, tests missed during pre-planned absences may be taken before the absence or upon return.
- A maximum of three (3) non-medical excused absences are allowed per semester.

Unplanned Excused Absences

- Children get sick from time to time and every family experiences the occasional "family emergency." For these instances, please email lsattendance@bcsk12.org at your earliest convenience.
- Please notify the school or the absence will be recorded as unexcused.
- All work missed during excused absences relating to illness, injury, and death in the family must be made up within two times the number of days the student was absent. If the homework or tests were assigned prior to the absence, the student is responsible for the test or homework upon returning to school. Please contact the teacher to develop an appropriate timeline to turn in work.
- Once a student has reached five (5) absences in a semester, proper documentation from a physician will be required in order for the absence to be considered excused.

Unexcused Absences Check-ins/Checkouts

- Examples of unexcused absences, check-ins, or checkouts are: cosmetic appointments, shopping excursions, travel, vacations, extended tardiness, and suspensions, as well as any of the aforementioned reasons
- For students in grades 3-6, each unexcused absence results in a deduction of three percentage points per subject missed per day.

Loss of Credit for the Year Due to Absences (K-6th)

For a student to receive grade level credit, yearly absences may not exceed sixteen (16). Whether the absences are excused or unexcused does not change the credit ruling. Exceptions may be granted under unusual circumstances after parental consultation with the principal.

Signing Students Out of School

Students may be signed out under the following conditions. Their absence would fall under one of those defined as excused in the Student Handbook.

If the reason is illness, the student must:

- 1) be running a fever as determined by the School staff.
- 2) be, if not running a fever, obviously ill, as determined by the school nurse.

For protection, students may not leave campus during the school day without the personal appearance of the parents or legal guardian. Students will not be released to anyone other than

the student's parent(s) or legal guardian without proper contact with the parents or legal guardian. Carpool numbers or Personal ID will be required for dismissal from the building.

For checkouts other than illness, students will be dismissed from the classroom only when the parent arrives in the School office. Students will not be called from the classroom for dismissal during the 15-minute period prior to the final dismissal bell, except under serious special conditions.

Upon checking in either later that day or the following day, a written note or email from home must accompany the student as outlined in the "Procedure for Re-entering School After an Absence."

Tardies

- All classes begin promptly at 8:00 a.m. All students should be in their classrooms by 7:55 am in order for classes to begin on time. Please note that the Lower School has a Thursday late start day. School will begin at 8:45 am on Thursday mornings. All students should be in their classrooms by 8:40 am in order for classes to begin on time.
- Students must be checked in by a parent or legal guardian

Examples of Excused Tardies:

- Bus delays or breakdowns
- Automobile delays or breakdowns en route to School
- Detainment by the School Office or another teacher
- Temporary illness
- Unavoidable reasonable circumstances as determined by the Principals •

Examples of Unexcused Tardies:

- Oversleeping or arriving late for any reason not in keeping with reasonable prudence

Penalties for Unexcused Tardies:

- Students who accumulate 10 unexcused tardies will receive an unexcused absence of 1 day, resulting in the penalty for unexcused absences described in this Handbook. This penalty will follow each accumulation of 10 unexcused tardies.

Dismissal Times

Half-day Kindergarten classes dismiss at 12:45 p.m. Full-day Kindergarten, First grade, and Second grade classes dismiss at 2:20 p.m., except as noted on special days. All other classes dismiss at 3:00 p.m. Advance notice will be given when there is a change from the regular schedule.