

Briarwood Christian School

Upper School Student Attendance Policy

1. Student Handbook Version (Abbreviated)

Philosophy of Attendance

Regular attendance is essential to the academic, spiritual, and relational development of students at Briarwood Christian School. Because classroom instruction, discussion, and discipleship occur primarily in person, Briarwood is not designed to operate as a hybrid or remote learning program. Students are expected to attend school daily except in cases of illness, emergency, or other approved circumstances.

Maximum Absences

Students may not miss more than:

- 10 days in a semester (includes excused/unexcused absences)
- 20 days in a school year (includes excused/unexcused absences)

Students who exceed these limits may lose academic credit for the semester or year unless an exception is granted by the administration due to extraordinary circumstances or participation in 'Significant Activities'.

Absences & Sports Attendance/Participation

Absences due to participation in sports (Listed on the roster), band, chorus, choir, etc. will not count towards the 10 total absences per semester or 20 for the year.

Absence as a spectator or supporter will be excused, but do count towards the 10 total absences per semester or 20 for the year.

Students may not attend sporting events (i.e. state final four) if they are at or above 10 absences for a semester.

Excused vs. Unexcused Absences

Excused absences may include illness, medical appointments, serious illness or death in the immediate family, court obligations, or other circumstances approved by the administration.

Absences may be considered unexcused if they lack proper documentation or occur for discretionary reasons such as convenience travel (48 hours prior notice).

Documentation Requirements related to Medically-Related Absences

Parents must notify the school via email (attendance@bcsk12.org) on the day of the absence. The email should include the student's first and last name, date, and reason for the absence. Excuses will not be accepted beyond three days.

If a student accumulates more than six (6) days of absence in a semester, a written form from a non-family physician or licensed medical provider is required for the absence to be excused. If a student is absent four (4) or more consecutive days due to illness, a written note from a non-family physician or licensed medical provider is required for the absence to be considered excused within five days of their return.

Tiered Attendance Monitoring

To support families and address attendance concerns early, Briarwood uses a tiered notification system:

- 5 Absences – Parents receive an attendance notice.
- 8 Absences – Parents are notified and may be required to meet with school administration.
- 10 Absences – Administrative review occurs and the student may lose academic credit for the semester.

Significant Activities

Briarwood Christian School recognizes that a small number of students may participate in exceptional opportunities outside the classroom, such as national athletic training, artistic pursuits, or significant professional endeavors that are a natural career pathway for the student.

While the school is not a hybrid program, however, we will do our best to accommodate needs given our limited resources (staffing, scheduling etc):

- The activity represents a significant commitment towards a professional career or competition at a national or professional level.
- New families communicate with school administration prior to enrollment.
- Requests are submitted no later than March of the school year prior to enrollment for existing students..

- The accommodation is formally approved by the Upper School administration.

Full Attendance Policy

Philosophy of Attendance

Briarwood Christian School believes that regular and faithful attendance is essential to the educational, spiritual, and relational development of students. Classroom instruction, discussion, collaboration, and discipleship occur most effectively when students are consistently present and actively engaged.

Because of this conviction, Briarwood Christian School is not designed to function as a hybrid or remote-learning environment. Students are expected to attend school daily except in cases of illness, emergency, or other approved circumstances.

Attendance Requirements

Students may not miss more than:

- 10 days in a semester
- 20 days in a school year

Students who exceed these limits may lose academic credit for the semester or year regardless of whether absences are excused or unexcused, unless an exception is granted by school administration due to extraordinary circumstances or participation in ‘Significant Activities’.

Excused and Unexcused Absences

Excused Absences

Absences may be considered excused for:

- Personal illness
- College Visits
- Medical or dental appointments (documentation may be required)
- Serious illness or death in the immediate family
- Court appearances or legal obligations

- Other circumstances approved by administration (in some instances, Mission trips may fall into this category)

Unexcused Absences

Absences may be considered unexcused if they:

- Are taken for reasons of convenience or discretionary travel
- Are not communicated to the school
- Lack required documentation
- Do not meet the criteria for excused absences

More than 3 unexcused absences will result in the school discipline process per the handbook.

Documentation Requirements

Parent Documentation

Parents must notify the school on the day of the absence and provide a written parent note explaining the reason for the absence when the student returns.

Extended Illness

If a student is absent four (4) or more consecutive days due to illness, the absence will only be considered excused if written documentation is provided from a non-family physician or licensed medical provider.

Tiered Attendance Monitoring and Warning System

Tier 1 – Attendance Notice (5 Absences)

Parents or guardians will receive notification encouraging them to review the attendance policy and address potential concerns.

Tier 2 – Attendance Concern Conference (8 Absences)

Parents will receive written notification and may be required to meet with school administration. At this stage families are informed that the student is approaching the maximum absence limit.

Tier 3 – Attendance Review (10 Absences)

Administration will conduct a formal review of the student's attendance and inform the family that the student may lose academic credit for the semester.

Make-Up Work

Students are responsible for obtaining and completing work missed for all excused and unexcused absences. Teachers will provide reasonable opportunities for make-up work, though certain classroom activities cannot be fully replicated outside the classroom.

For absences related to illness, injury, and death in the family, all work missed must be made up within two times the number of days (not periods) the student was absent (but not to exceed five school days).

For excused absences (i.e. college visit), students receive one additional day for make-up work. Students are expected to have assignments ready and be prepared to take any missed tests one day after their return to school or by the date determined by the teacher prior to the absence. Failure to make up the assignment or test within the allotted time as referenced above results in a zero. For unexcused absences, students may receive a zero on the assignment or a grade reduction depending on the assignment and teachers discretion (see individual teacher/class syllabus). As all academic tasks have a role in learning and are a part of the academic program, BCS requires students to turn in ALL assigned work, even if it is late and the grade will be zero.

Participation in Athletics/Co-curricular Activities

In most cases, any student involved in athletics or co-curricular activities may not participate in that activity (practice, game, or event) if he/she is absent the day of the activity. In order to be eligible to participate, he or she must check in by 11:30 AM and complete the rest of the school day. This does not apply to off-campus school events such as field trips.

Students involved in athletics or fine arts are expected to stay current with their assignments and be prepared for tests and quizzes. However, BCS understands that late-night events or travel related to school activities may occasionally impact a student's ability to complete work on time. In such cases, students should communicate with their teachers in advance or as soon as possible. Teachers will exercise reasonable flexibility when these circumstances arise, while still helping students stay on track academically. It is not intended that co-curricular activities impede academic progress and it is understood that some balance is needed to support a well-rounded education.

College Visitation

Taking college visits and campus tours is a vital step in the journey of our students. We ask that requests be made at least two business days in advance and be mindful of the week of standardized tests or major exams. All college visits must be scheduled prior to April 15th

Participation in Significant Activities

Briarwood Christian School recognizes that a small number of students may participate in exceptional opportunities outside the classroom, such as national athletic training, artistic pursuits, or significant professional endeavors that are a natural career pathway for the student.

While the school is not a hybrid program, however, we will do our best to accommodate needs given our limited resources (staffing, scheduling etc):

- The activity represents a significant commitment towards a professional career or competition at a national or professional level.
- New families communicate with school administration prior to enrollment.
- Requests are submitted no later than March of the school year prior to enrollment for existing students..
- The accommodation is formally approved by the Upper School administration.

Administrative Review

In rare cases involving extended illness, hospitalization, or family hardship, administration may review attendance records and determine whether exceptions are appropriate. Please contact the upper school Head to communicate these hardships or other unique circumstances. Absences exceeding the 10 and 20 total absences for the year to attend sporting and/or other school events in which the students in not a participant may disqualify their review being considered.