

## ATTENDANCE POLICY

Regular school attendance is important if students are to do their best consistently. Each missed class hurts the student academically. Regular attendance promotes proper learning habits, good character, and academic excellence. Students may not be absent for more than 25 days during the academic year. This includes excused absences. If a student has a consistent problem of excessive absences or tardiness, that student may be dismissed as a Bensalem Baptist School student. We also encourage our students to attend other Bensalem Baptist School functions including but not limited to home games, programs, and awards night.

### ABSENCES

When returning to school, the student must bring a written note from home stating the **reason** for the absence and the date of the absence. The signed note should be brought to the homeroom teacher the morning the student returns to school. If no note is received, the absence will be considered unexcused. All make-up work is the responsibility of the student and parent, not the teacher. Make-up work may be requested from the teacher but should not be expected that day as teachers must spend the day teaching and stopping to write out students work out takes away from valuable teaching time. **A student who misses more than 25 days of school may have to repeat their current grade. If a student misses more than 25 days of any class, that class is subject for repeating, even if the student has passing grades in that class.**

**The following are excusable reasons for an absence:**

1. Illness – if a student is absent for an extended period, a doctor's note is required (three or more days)
2. Death in the immediate family
3. Special needs – emergency doctor appointments which cannot be scheduled after school – this should not require a student to miss an entire day
4. Special family occasions – although we strongly discourage students from missing school, we do allow students to miss school under certain conditions:
  - Permission to miss is asked well in advance – one week if possible
  - Make-up work and tests are done in advance if the teacher desires
  - The student has not already missed a large number of days
  - The total time out of class does not exceed five days

## **UNEXCUSED ABSENCES**

Students who do not bring an absence note or who do not have an excusable reason for their absence will be given an unexcused absence. Parents have three days to give an excuse note to the School Office. After the tenth (10th) absence (excused or unexcused) of a student, all subsequent absences (due to sickness) require a doctor's note. An unexcused absence will be recorded on the student's report card. **All work for that day may result in a grade of zero. Teachers do not have to allow a student to make up work from an unexcused absence.**

**The following are not excusable reasons for an absence according to the State of Pennsylvania Department of Education. This is not intended to be an exhaustive list.**

1. "I missed the bus."
2. "I (or my parents) overslept."
3. "I didn't know there was school that day."
4. "I sent a note; I don't know what my child did with it."
5. "I went somewhere with my parents."
6. "I had someone visiting me."
7. "Please excuse my child." – no excuse is given
8. Absence notes written or signed by someone other than a parent or guardian

**When a student has missed 25 days of school, the parents may need to meet with the Administration to discuss the student's progress. Bensalem Baptist School reserves the right to retain the student at the same grade level when 25 days or more are missed.**

**Students will have the number of days missed plus one to make up missed work during an excused absence.**

## **PERSONAL EXCUSED ABSENCES**

Families are allowed a maximum of five (5) personal excused absences during the course of a year for the purpose of family vacations. All requests for these or any additional days must be reviewed and approved by the Administration. All requests to use personal days must be submitted in writing no later than **two (2) days prior to the absence.**

A “Personal Day” is not a valid excuse for being absent or tardy without approval. No personal days are granted except by prior approval (Two days in advance). Such an absence will be considered unexcused and will bring about appropriate academic and disciplinary penalties as outlined in the handbook.

## **TARDIES**

Promptness is a measure of your school citizenship and is expected. Employers often request a record of a student’s attendance and give special attention to the matter of tardiness. There are **two types** of tardiness to be considered at Bensalem Baptist School: **tardiness to school** and **tardiness to class**.

### **TARDINESS TO SCHOOL**

Students need to learn promptness. We encourage parents to help develop this character trait through the prompt delivery of students each morning. Students arriving after the tardy bell (8:25am) must report to the School Office to sign in and receive a tardy slip. A note stating the reason for the tardy must accompany the child. A student arriving after 11:30am without a doctor’s note will be considered absent for the day and may jeopardize his participation in extracurricular activities of the day. All tardiness, whether excused or unexcused, will be recorded on the report card. Students will receive a Detention for every four unexcused tardies. **Four unexcused tardies to homeroom are equivalent to one absence.**

### **TARDINESS TO CLASS**

When the bell has rung, students are expected to be in their seats in the assigned classroom or they may be considered tardy. Students must have a tardy slip to enter the class. Tardiness to class is excused for the following reasons:

- The student was called to the School Office
- The student was detained by the previous teacher

Homework must be submitted at the beginning of the class period. Students may receive a 0% on homework if they are tardy to the class more than 5 minutes. If a quiz or test is scheduled, students may have reduced time to take the quiz or test. In some cases, students may have to reschedule a time to take the quiz or test and a reduction in the quiz or test grade may occur.

If there are any questions regarding the Attendance policy, please contact the School Office.