

## Bridge Elementary Attendance Procedures

### Updated November 2019

Student progress is impacted by attendance. Bridge Elementary expects parents to make a good faith effort to get students to school on time each day. Our Attendance Policy requires that all absences be excused within 24 hours of the absence. Parents can excuse absences by calling our school's attendance line or by completing the online Absence Excusal found on our website under Student Data.

#### Excused Absences

1. an illness, which may be either mental or physical;
2. a family death;
3. an approved school activity;
4. an absence permitted by a school-age minor's:
  - a. individualized education program, developed pursuant to the Individuals with Disabilities Education Improvement Act of 2004, as amended;
  - b. or accommodation plan, developed pursuant to Section 504 of the Rehabilitation Act of 1973, as amended
5. preapproved extended absence for a family activity or travel, consistent with school policy.

Pursuant to State law and our Attendance Policy, when a student has 5 – 7 unexcused absences, parents will receive a **Notice of Compulsory Education Violation** and are required to schedule a meeting with the school. At 8 – 10 unexcused absences, parents will receive another **Notice of Compulsory Education Violation** via certified mail. When a child has 10+ unexcused absences the parent will receive another **Notice of Compulsory Education Violation** letter delivered through certified mail and the school may contact Division of Child Services.

When a student will be absent for an extended length of time, the parent must make a good faith effort, by contacting the child's teachers, to ensure the student has access to lessons, curriculum, and computer-assisted instruction during the child's absence.

#### Tardy and Check In

The warning bell rings at 8:25 am and school begins promptly at 8:30 am. At 8:30 am the interior doors from the front foyer to the hallway are locked and all students must enter through the front office. If a student arrives at school after 8:30 am he or she will require a tardy slip from the office in order to go to class. If a student arrives at school after 8:45 am, parents **MUST** escort the child into the office and check the child in by completing the information in the school's CHECK IN / OUT book. Students will receive a check in slip to take with them to class. Students who are not escorted by a parent will receive a non-excused tardy.

**Check Out**

Please make every attempt to schedule appointments outside the school day. In the event a child needs to leave school early, a parent or trusted guardian, as identified in the student information system, **MUST** present identification to the front office to check a child out of school. Please be patient as the child may be in the classroom, at recess, or in a specialty class, and the office will need to locate the child. This could take up to 15 minutes to find the child, and then have the child gather up their backpack and belongings from their locker.