

Attendance Guidelines

2021-2022

Due to the nature of COVID-19 restrictions and ever-changing policies, please note that these guidelines may change. Research suggests that regular school attendance is directly related to academic success.

How is a student counted present?

Our school day is 8:00 – 3:00. Students are allowed in the building at 7:50. Once the bell rings at 8:15, students are tardy and need to be checked in at the front office by a parent. Students have to arrive at school before 11:00 or not be checked out before 12:15 to be counted present each day.

BHCS will be providing face-to-face instruction this year. At this time we are not allowed by NCDPI to provide fully remote instruction. Students who attend BHCS have to physically report to campus to be counted present.

How are absences counted?

Students cannot miss more than 12 days for the academic year. IF a student exceeds the attendance limit, the student may be considered for retention. When a student must miss school, a written excuse signed by a parent or guardian must be presented to the teacher on the day returning after an absence. An absence may be lawfully excused for the following reasons:

1. Illness or injury (*an extended or excessive illness requires a doctor's note*)
2. Quarantine – isolation ordered by the State Board of Health
3. Death in the immediate family
4. Medical or dental appointments
5. Court or administrative proceedings
6. Religious observance
7. Educational opportunity (must receive prior approval from principal)
8. Local school board option (parents in military service, personal disaster)

If a student is absent for reasons other than these, or a note is not received by the school, the student's absence will be coded as unexcused. Students who accumulate 10 unexcused absences will be referred to the Person County Department of Social Services as truant and the parent may be charged by the District Attorney.

Quarantine

A student can only be considered quarantined if the Person County Health Department (or other local health department) has officially required them to quarantine. They will need to be marked **“remote” (Present-off Site 1R)** and can work asynchronously. Teachers will make contact each day, and will notify parents/guardians when work, and/or chromebook can be picked up. PCHD will provide a return date.

What if a student is sick?

When a student is absent or leaves early due to an illness, ailment, or allergies that present symptoms similar to those of COVID-19, they will need to provide documentation from a doctor or healthcare provider to determine when it is safe for the student to return to school. They will be marked **“excused absence”(1A)** and, depending on the situation, they can pick up work/chromebook or complete work when they return to school.

What if a student's parents/guardians decide to voluntarily quarantine?

In the event a parent/guardian decides to keep their child at home and voluntarily quarantine as an extra precaution, they will be marked “excused absence.”(1A) Depending on the situation, they can pick up work/chromebook or complete work when they return to school.

What if a student goes on vacation?

When a student is absent due to a family vacation they will be marked **“unexcused absence.” (2A)** Parents may submit an “Educational Absence Request” to the Principal in advance to request an educational trip be coded as an excused absence. Upon returning, all classwork should be made up within 3 days unless the teacher and/or principal approve other arrangements.

What happens when a student is late (tardy)?

When a student arrives at school after 8:15 they are considered tardy. They will need a parent/guardian to check them in at the front office and receive a late slip from the office. They will need to be marked **“excused late” (1L)** if the parents bring a note and it fits the categories of an excused absence. They will need to be marked **“unexcused late” (2L)** if they do not provide a written excuse for the tardy. In the event a child enters the classroom with no late slip, please call the front office to check on the situation.