

Title: Attendance Policy

Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
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Revision History

Revision	Date	Revision Description	Originator
A	Nov. 2007	first draft presented	Karyn Buchheit

1. Attendance and Tardiness Policy

1.1. Objective:

The objective of this policy is the following

Define the philosophy of attendance at Bethany Charter School.

Define attendance excused and unexcused absences and tardiness.

1.2. Philosophy:

Bethany Charter School believes students benefit from regular attendance at the school.

We also support family activities. We also believe learning can happen outside of school. Thus attendance guidelines regarding excused and unexcused absences are subject to the administrator's discretion.

Tardiness can be disruptive to classroom activities. Morning rituals are important for bringing students into the learning process. We strongly encourage all students to arrive on time. We understand individual family circumstances result in occasional tardiness. Thus, guidelines regarding excused and unexcused tardiness are subject to the administrator's discretion.

Attendance in school is a state law. Parents are subject to these laws. BCS will assist other agencies in completing investigations.

1.3. Guidelines for excused and unexcused absences:

The administrator may approve absences prior to departure for family's activities that have an educational component or contribute to the benefit of the family. For absences greater than 3 days (other than illness), the student will be required to share the experience through a written or verbal report to the classroom.

Absences for illness need to be reported to the school office by 9:00 am.

Absences greater than 10 school days will result in a drop from state mandated enrollment records per state law. The administrator may hold a position for a student for 25 school days for an absence approved before departure. The educational component of such a long absence must be very strong.

BCS will assist other government agencies when investigating chronic absences.

1.4. Guidelines for excused and unexcused tardiness:

Parents have agreed by enrolling their students at BCS to ensure their students arrive on time. Tardiness is generally unexcused. At BCS tardiness is generally not the fault of the students. Students will be required to make up any missed work. The students will receive no punishment. Attempts to minimize the impact on students will be made.

BCS will assist other government agencies when investigating chronic tardiness.