

ATTENDANCE REMINDERS:

• Excused Absence-----Doctor or Legal Note

- Must be turned in within 5 school days of the student's return to BES
- Must be an ORIGINAL; cannot be faxed or copied
- Only dates and times listed may be excused

• Excused Absence-----Parent Note

- Must be turned in within 5 school days of the student's return to BES
- Must include first and last name of student, date(s) of absence(s), reason for being absent and a parent signature
- Six (6) parent notes may be written for the school year
- BES also allows six parent notes per year for tardies

• Tardiness-----Late Arrival/Early Departure from BES

- Students are considered tardy if they're not in their classroom by 8:00
- Any student arriving late should be signed in by an ADULT in our school office
- Any student leaving school early (before the end of the school day- 2:50) will be given a tardy provided s/he didn't leave school too early in which case it may be a 1/2 day absence
- Students must be signed out by a person listed on the back of their blue emergency card. Any person not listed *WILL NOT* be allowed to sign your child out of school

• Truancy

- Students are considered truant when they have 3 UNexcused absences and/or tardies. BES will contact the parent of a student that is considered truant in one of the following ways: letter, phone call, home visit, meeting, etc.
- Students are considered habitually truant when they have 6 UNexcused absences and/or tardies. BES will contact the parent of a student that is considered habitually truant in one of the following ways: letter and/or home visit.

• Partial Day Absence

- Partial day absence (1/2 days) will accumulate to count as full day absences