



BALDWIN COUNTY PUBLIC SCHOOLS

Building Excellence

The Baldwin County Public School System is committed to the provision of excellent educational opportunities for all students. For students to take advantage of these opportunities, it is essential that students attend school on a regular basis. Daily attendance is monitored by each school so that both parents and educators can work together to ensure compliance with the district's attendance policy.

The Baldwin County Public Schools website contains information about attendance. You can view this information by going to www.bcbe.org, click on New Families, click on 2019-2020 Handbook, and scroll down to the sections entitled *Early Warning Truancy Notice* and *Parental Notification of Early Warning Truancy Prevention Program*.

Excused absences will be permitted for the following reasons:

- ✓ Personal illness
- ✓ Hospitalization
- ✓ Death in the family
- ✓ Court subpoena
- ✓ Religious holidays
- ✓ Emergencies conditions approved by the principal
- ✓ Prior permission of the principal upon request of the parent or legal guardian

Documentation supporting an excused absence must be submitted no later than three school days following the child's return to school or the absence will be deemed to be unexcused. Excessive unexcused absences may result in a loss of academic credit at the high school level and the possibility of retention in grades K-8. At all grade levels, unexcused absences will result in no opportunity to make-up missed work. Excessive unexcused absences will also result in a referral to the Early Warning Truancy Program.

Elementary and Middle School Students

- ✓ A student may not exceed nine (9) unexcused absences per class per academic year.
- ✓ If a student misses more than half of a school day, a full absence will be accumulated (11:30).
- ✓ A student and a student's parent or guardian shall be given written notice when a student acquires two (2) unexcused absences. A student who does not provide a valid excuse for days absent will be prohibited from making-up work missed due to the absence.
- ✓ The student can be retained if unexcused absences exceed nine (9) unexcused absences per year.
- ✓ If the maximum number of unexcused absences is exceeded, the student and parent/guardian may petition the Attendance Committee for review of the reasons for the absences.

- ✓ Petition for review by the Attendance Committee at the school can be filled out at any time after notification, but in any event, no later than 10 school days before the final day of the school year.
- ✓ The Attendance Committee shall review the student's entire attendance record and documented excuses to determine whether to allow the student to pass.

High School Students in a 7 or 8 Period Day

- ✓ High School Students in a school on a 7 or 8 period day a student may not exceed nine (9) unexcused absences per class per academic year. If a student misses more than half of a class period, a full absence will be accumulated. The student will lose credit for any class in which the unexcused absences exceed nine (9) per class. The student can make-up to four (4) unexcused absences (two per semester) by attending Academic Saturday School before the end of academic year.
- ✓ A student and a student's parent or guardian will receive written notice when a student's unexcused absences exceeds two (2) days in any class.
- ✓ When the student exceeds five (5) unexcused absences per class, the student and parent/guardian can petition the Attendance Committee at the school for review of the reasons for absences. Petition for review by the Attendance Committee can be filled out at any time after notification, but in any event, no later than 10 school days before the final day of the school year.

High School Students in a Traditional Block Class (18 weeks) or a Modified Block Class (A/B days)

- ✓ High School Students in a Traditional Block Class (18 weeks) or a Modified Block Class (A/B days) (full year) may not exceed five (5) unexcused absences per. If a student misses more than half of a class period, a full absence will be accumulated. The student will lose credit for any class in which the unexcused absences exceed five (5) per class. The student can make-up up to two (2) unexcused absences by attending Academic Saturday School before the end of the semester.
- ✓ A student and a student's parent or guardian will receive written notice when a student's unexcused absences exceed two (2) days in any class.
- ✓ When the student exceeds three (3) unexcused absences per class, the student and parent/guardian can petition the Attendance Committee at the school for review of the reasons for absences. Petition for review by the Attendance Committee can be filled out at any time after notification, but in any event, no later than 10 school days before the final day of the semester.

Make-Up Work for Excused Absences

- ✓ An excused absence permits work to be made up.
- ✓ Upon return to school from excused absence(s), students have up to three (3) days per excused absence to complete and turn in make-up work to teachers.
- ✓ Days are to run consecutively, may overlap and includes weekends.

Written Explanation for All Absences (Grades Pre-K thru 12)

- ✓ A student, within three (3) school days of returning to school, shall bring a written statement from his/her parent, guardian or other person having control of the student, with an explanation or the reason for the absence and the date of the absence.
- ✓ A written note from parents or guardians will excuse absences for up to but not exceeding nine (9) absences in grades Pre-K thru 12.

- ✓ After the ninth absence, any further absences for illness will require submission of a doctor's note in order to be excused.

Other Attendance Information

- ✓ Two (2) principal pre-approved days for college visits are allowed during junior and senior years. Work can be made-up for college visit days.
- ✓ Vacation days must be pre-approved by the principal and are included in 9 parent days students are allowed. Vacations days may not exceed three (3) days.
- ✓ Students will not be allowed to make-up missed work due to absence unless the student provides a written statement within three days of the absence from his/her parent, guardian or other person having control of the student, with an explanation or the reason for the absence and the date of the absence. After the ninth absence, students will not be able to make-up missed work unless a doctor's note is submitted within three days of the student's return to school.
- ✓ **Late check-in and early check-out** – Teaching and learning takes place formally or informally from bell to bell. Students checking in after the first bell or checking out before afternoon dismissal are ***excused*** for the following reasons:
 - Court appearance with documentation
 - DMV (high school students)
 - Doctor's visit with note from physician's office
 - Late Bus
 - School Nurse notifies parent of illness (check-out)
 - Parents may request a late check-in or early check-out, in writing, prior to the event. A limited number of requests will be approved per year.
- ❖ **Late check-ins and early check-outs, not coded as any of the reasons listed above, will be coded *unexcused*. Instruction or graded assignments missed during this time period will not be made up.**