

Section Two – School Operation

Attendance

ATTENDANCE/ABSENCES

Regular daily attendance at school is required of every student. Pennsylvania School Law requires a student to attend school for 180 days during the school year, or the equivalent number of instructional hours (Half-Day Kindergarten 450 hours; Full-Day Kindergarten-8th Grade 900 hours). The school regards only the following categories of absence as excusable:

- Illness of student.
- Serious need or emergency (such as death in the family, emergency visits to doctor or dentist, impassable roads).

Without prior permission, all other absences are considered unexcused and will result in disciplinary action. **A written excuse by the parent must be presented to the teacher on the day the student returns to class. If a student has been absent due to illness for three or more consecutive days, a written excuse from a physician must be presented to the teacher on the day the student returns to class.** Permission for absences which do not fall in the two above mentioned categories may be considered by the Principal under the following guidelines:

- Permission for prearranged absences must be obtained one week in advance.
- Permission can only be given when the absence is excusable based upon BCS guidelines and/or Pennsylvania School Law.
- The absence cannot be detrimental to the student's progress in school.

Vacations taken during the school year, other than those scheduled by BCS, cannot be considered excused, unless the nature of the trip could be considered "educational." Educational trips are only considered excused if:

- The nature of the trip is educational, with prior planning and definite educational objectives.
- Prior written permission is obtained from the Principal, and if the objectives of the trip are clearly stated.
- The duration is no longer than 10 school days.
- The student performs at a satisfactory achievement level and has shown a positive and responsible attitude toward learning and school.
- The appropriate form is completed and returned to the school at least 10 days before planned trip. Forms are available in the school office.

HOMEWORK POLICY REGARDING EDUCATION/VACATION TRIPS OR TOURS

In addition to the standard guidelines which appear on the reverse side of the application for educational trips, see Appendix A, the following guidelines will apply to student's completion of missed class work and homework.

All homework will be communicated through the school's online portal (ie: Renweb). It is the Parents' and students' responsibility to access their account frequently to receive any adjustments to assignments.

Regarding the required completion date for all outstanding assignments the following will apply:

- For grades K-2, all assigned class work and homework must be completed by the time the student returns to school.
- For grades 3-8, all assigned classwork and homework must be completed within 2 days of returning to school.

Teachers will keep a file of all approved applications received. This will allow them to prepare assignments for upcoming student trips, as they are able, according to plans already in place.

In the case of families taking trips prior to applying for permission, all assignments must be completed by the time the student returns to school.

No credit will be given for assignments past their due date.

Please be aware that potential struggles may be experienced when students are absent from school for extended periods of time. Any assignments forwarded by teachers before education/vacation trips may not be exactly the same as those given in the classroom while your child is away. Additionally, valuable direct instruction time is missed; parents may be required to work one-on-one with their child.

ARRIVAL AND DEPARTURE:

<u>Start of school:</u>		<u>Dismissal of school:</u>	
Calvary:	8:10 AM	Calvary:	3:00 PM
Ebenezer:	8:20 AM	Ebenezer:	12:00 PM (Half-day K) 2:50 PM

A student will be considered tardy after the starting times noted above.

- **Please call the school office by 9:00 AM to report your child absent or arriving late due to doctor/dental appointment.**

Upon arrival, the student will hang up his coat, deposit his lunch in the assigned space and report immediately to the properly designated area. During afternoon departure, students will leave the room together and line up in the hall. Faculty/staff will monitor the departure.

STUDENT TRANSPORTATION – BUS / PARENTS WHO TRANSPORT:

All students who ride the buses will be sent home on their buses to their regular bus stops each afternoon by the teacher, unless parents notified the teacher or school office in advance. If for any reason a change is to be made, parents must send a note of explanation to the teacher in the morning

As part of our responsibility to the students, we consider teaching basic disciplines of prime importance. Therefore, we expect **parents who transport** their children to demonstrate responsibility and consideration for others in setting an example by having their children to school **on time**, as well as to pick them up or be under parental supervision by 3:00 P.M. If a student is to leave with anyone other than a parent or to be transported in any way “out of the

ordinary” a signed note must be sent containing specific instruction. Also, that assigned person should be prepared to show identification, if necessary. Finally, if a student is going to be tardy or if pickup is later than 3:00 P.M., please call the school office.

If a student is tardy his/her parents must accompany their child to the school office and sign a late slip before the student may go to class.

EARLY DISMISSAL:

Students who must be excused from school early for medical, dental or other emergency reasons may receive permission from the administrator after a note of explanation is received from the parents. A student may not be excused without a written note from the parents. Arrangement for make-up work must be made with the teachers of all classes to be missed prior to leaving. If the school plans to dismiss students early, parents will be notified in advance.

TARDINESS:

Tardiness to school, chapel, class or activities must be avoided. It is the responsibility of both the student and the parents to see that the child reports to school and activities on time. If a student is tardy, an admission slip must be obtained from the Principal or secretary before the student can be admitted to class, chapel or activity. Repeated tardiness will result in disciplinary action and a conference with the parents may be requested. If a student accrues three unexcused tardies throughout the year, a note will be sent home. If a student accrues six unexcused tardies, a conference with the campus administrator will take place in order to facilitate the development of a success plan regarding attendance. Any unexcused tardies in excess of six will result in the accumulation of unexcused absences, with six unexcused lates equaling one unexcused absence.

DEGREE OF ABSENCE:

If a student is out of school for two (2) to less than 3.5 hours, it will constitute a one-half (1/2) day absence and a written parental note or doctor’s excuse will be necessary.

If a student is out of school for 3.5 hours or more, it will constitute a full day absence and a written parental note or doctor’s excuse is required upon return to school.

DOCTOR’S APPOINTMENTS

We prefer that parents make doctor, dentist, and orthodontist appointments after school hours. However, in the event that it is unavoidable, a physician’s note is required when your student returns to school. The student will be marked “excused tardy” or “excused absence” depending on the time away from school.

SNOW DAYS:

Occasionally, snow and ice storms make it advisable to issue statements concerning delayed openings, early dismissal, or school closings. These statements are broadcast at intervals over local radio and television stations, as well as on the internet. Parents are urged to be diligent to watch for these announcements, and are asked not to call the school except in the case of an emergency.

In the event of an early dismissal from school, the school office will send an email blast out to all of our parents who have supplied us with current email addresses.

In addition to the BCS website, please stay tuned to the following:

<u>AM Radio</u>	<u>FM Radio</u>	<u>Television</u>	<u>Internet</u>
WAEB 790	WZZO 95.1	WFMZ 69	www.wfmz.com
WEST 1400	WODE 99.9		www.bethlehemchristianschool.org
	WLEV 100.7	WNEP 16	www.waeb.come

PROGRESSIVE ACTION REGARDING ATTENDANCE

1. After ten (10) days of absence due to illness (not including approved Educational Field Trip days) a warning letter will be mailed to the parent.
2. After fifteen (15) days of absence due to illness (not including approved Educational Field Trip days), a doctor's excuse will be required for any and all absences. Failure to provide the required signed doctor's excuse will result in unlawful absence.
3. Absences that are not accompanied by a Doctor's Office excuse that go beyond fifteen (15) days due to illness (not including approved Educational Field Trip days), are considered excessive unless there is medical documentation stating that the child has a condition which warrants absence. At this point, a conference with the Principal will be scheduled to determine the cause for excessive absence.

Following three (3) unlawful absences, or absence in excess of fifteen (15) days without a doctor's excuse, notification will be given in writing to your school district and the case forwarded to the District Magistrate.

Under the Public School Code, which Bethlehem Christian School must adhere to regarding attendance, failure to comply with the compulsory school laws and/or the attendance guidelines of your School District constitutes a summary offense. You will be liable for all fines and court costs incurred in this action.

RETENTION / PROMOTION

After thirty (30) days of absence in any school year (**including** approved Educational Field Trip days) notice will be given to the Board of Trustees. At that time, a determination will be made concerning whether it will be necessary for a student to repeat his/her grade.

Note: Report Cards will not be issued if there are any outstanding excuse notes.