



Attendance Guidelines - Adjusted August 2024

As a BASD community, we know the importance of school attendance. It is our goal to reduce chronic absenteeism to below 10%. Students are not able to achieve their fullest potential when they are not in class. To support our deep commitment to our District priorities of reducing chronic absenteeism and supporting our students in successfully attaining grade level skills, some adjustments have been made to our previous attendance protocols.

Definitions to note:

- **What is regular Attendance?**
Attending school each day during which school is in session. Students are to attend all sessions unless properly excused by school authorities.
- **What Is Chronic Absenteeism?**
When a student misses more than 10 percent of enrolled school days in a school year.
- **What is truancy?**
3 or more unexcused absences during a school year for students of compulsory school age (age 6 - unless enrolled earlier to age 18).

As we continue to emphasize the importance of regular attendance for our students, as well as reduce the overall number of our students chronically absent, we have adjusted the following protocols. As of August 2024, the following will be in place:

- **For any elementary student missing minutes that accrue greater than 25% within the defined school day, a partial or full absence will accrue. Partial absences are cumulative and can count as a full day(s) if enough are accrued.**
- **For any secondary student who is not present for at least 50% of the school day, an absence will accrue.**
- **We are asking that you please be cognizant of late arrivals and early releases. If late arrivals and early pick-ups result in missed minutes of a school day greater than these defined protocols, an absence will accrue and a parent/guardian note must be provided to excuse the absence. As per District Policy, a parent note defining an approved reason for missed time will be accepted for up to 10 absences. Beyond 10 absences, a physician's note is required to excuse absences.**
- **We require that for ALL late arrivals and early dismissals a note is provided.**

For additional details regarding our school attendance policy, please reference policy [Attendance Policy #204 - Attendance](#).



Please note: All non-District sponsored trips must be submitted for approval a minimum of 10 days prior to the trip and PRE-APPROVED by the building principal in order to be excused as per the below guidelines of our Attendance Policy:

Educational Tours and Trips:

- a. Elementary Level: Permitted to take four (4) educational trips, up to a cumulative recommended maximum of fifteen (15) school days during their tenure in elementary school. Educational trips should not exceed five (5) days per a given school year (not to exceed the 15 stated).
- b. Middle Level: Permitted to take two (2) educational trips, up to a cumulative recommended maximum of ten (10) school days during their tenure at the middle school level. Educational trips should not exceed five (5) days per year per a given school year (not to exceed the 10 as stated).
- c. High School Level: Permitted to take two (2) educational trips, up to a cumulative recommended maximum of ten (10) days during their tenure at the high school level. Educational trips should not exceed five (5) days per year (not to exceed the 10 as stated).
- d. The following will be taken into consideration by the principal in granting permission for the trip:
 - i. The student's academic standing
 - ii. The student's attendance record.
 - iii. The effect the days of absence will have on the student's educational welfare.
 - iv. Exceptional of the request.
- e. The application for Permission for Student Excusal due to an Educational Trip or Tour must be submitted to the principal ten (10) days prior to the trip.
- f. It will be the student's responsibility to contact teachers and make up assignments missed during the time of the trip.
- g. Permission will not be granted for trips/tours during the district's standardized testing period, the state's testing periods, and the secondary examination periods at the end of the first and second semesters.
- h. Parental requests that go beyond the number of days or trips allowed must be approved by the building principal.
- i. Any days taken beyond the maximum of five (5) days permitted for educational trips in a given year may be considered unexcused and unlawful for students under the age of 18 and unexcused for students 18 years of age and over. Appropriate legal action may be taken where applicable.