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