



Bright Horizon Academy

“Learning Today For A Brighter Future”

7202 Princess View Dr., San Diego, CA 92120

Phone: 858-250-0972; Fax: 858-250-0974

Attendance Policy

Students are expected to attend school daily. Consistent daily attendance is critical for a student's academic success. The State of California considers ten days of absences for one school year, for any reason, excessive.

Absences: While missing academic time for any reason may have an impact on academic performance, the school uses the following criteria in recording absences and evaluating which absences shall be counted in determining if absences are excessive (count towards the 10 days):

- **Non-School Related Absences (count toward 10 absences)**
 - Parent phone call/written verification from parent that child will not be in school
- **Absences without Notification (count toward 10 absences)**
 - Absences without Notification indicate that a student was absent and a parent/guardian did not notify the school.
- **Truancy (counts toward the 10 days AND has the following potential consequences)**
 - Truancy is an unexcused absence from school or class without the knowledge and consent of the parent(s)/guardian(s) and the proper school authority either for a whole day, part of the day, or part of a class period.
- **Academic Policy for Truancy**
 - Students who are truant may not make up any work/assessments missed that day.
- **School Related Absences (do not count toward 10 absences)**
- **Professionally Validated Absences (do not count toward the 10 absences)**
 - Valid illness verified by a note from a medical professional. The validation must occur within 48 hours of the student's return to school from the illness.

Academic Policy for Excessive Absences (more than 10, non-school related)

Families will receive a letter from the Head of the School that absences from class have become excessive, may be impacting academic performance, and have begun to place an undue burden on faculty. At 11 non-school related absences, a meeting will be required with the Head of School where the student will be placed on an Academic Contract that outlines the attendance conditions necessary to earn credit for classes.

Tardiness (Late arrival)

- Students must arrive at school between 7:45 AM - 8:10 AM
- It is illegal to leave your children unsupervised; therefore, parents must not drop students off at school before the morning monitor is on duty to supervise. The school gate will remain closed until this time. It can only be opened by the morning monitors who will begin supervising.
- Students not in their seats by the first bell time will be considered tardy.

BHA reserves the right to consider unforeseen circumstances on a case-by-case basis.

BHA EXPECTS STUDENTS TO BE PRESENT AND ON TIME EVERY DAY, UNLESS THERE IS AN EXCUSED ABSENCE.

Tardies

Students are expected to be in the classroom at the time the second bell rings.

A tardy is only excused if the student arrives after the tardy bell with a Tardy Notice from a school official indicating that the tardy is excused. *It is the responsibility of the teacher who issues the Tardy Notice to communicate with the Attendance Secretary that the tardy is excused.*

Excessive tardiness is defined as five (5) or more unexcused tardies. Consequences for excessive tardiness will carry over into the second semester.

Unexcused Tardies

Tardies will be recorded by the teacher for each class period. All tardies will be recorded regardless of whether the teacher knows the whereabouts of the student, or whether they are excused or not.

Disciplinary Action Chart

Tier	Level	Action
1	1st Violation	-Verbal warning
2	2nd-4th Violation	-Documented Concern -Participation points deduction
3	5th-10th Violation	-30 minutes after school detention -For each subsequent tardy occurrence, an additional 10 minutes will be added to the original 30-minute detention period
4	10th + Violation	-At home suspension