

ATTENDANCE POLICY

OBJECTIVE

BCA is intentionally centered around relationally focussed, in-person learning experiences. We use digital platforms, including Canvas, to enhance our face-to-face classroom opportunities.

- We do not provide online learning through our staff or through Canvas for full courses or for large portions of the courses that we offer in person.
- When students select an online learning option through Prairie South Virtual School, we strive to provide a reasonable level of in-person supervision and support to encourage the students' success in this endeavour.

RATIONALE

Keeping Your Seat Warm

Educational studies consistently show a link between regular student attendance and the achievement of learning outcomes; kids who are in class consistently do better.

Tough Love and Godly Grace

We recognize that we are training students who are in the process of learning, so we seek to extend to them godly grace; we also value cultivating within them a set of skills and attitudes that will nurture them towards maturity—hence the tough love.

"Love the Lord your God with all your mind..."

As a community of learners, we challenge all students to develop an attitude of excellence towards their studies to prepare them to be lifelong learners in their sphere of influence. We care about the development of students' attitudes towards their work and their colleagues, not just their performance. Attending classes and being prepared to work diligently is important, as is arriving punctually.

THE POLICY

In keeping with both the BCS and PSSD attendance policies, **students at BCA are required to miss no more than 18% of their in-class learning time** per course as follows:

- Two-month terms (E.g., Term 3): Maximum 7 classes
- Four-month terms (E.g., Terms 1 & 2): Maximum 15 classes
- Eight-month terms (E.g., Term 4—CE, Leadership, Choral, Arts. Ed., etc.): Maximum 30 classes

Unexcused Absences:

- Please see our [Unexcused Absences Policy](#).

Excused Absences:

- Day Students:
 - Parents of day students are requested to call or email our office prior to 9:00am on days when students will be absent or late.
- Dorm Students:
 - Illness: Parents of dorm students are requested to call their child's dorm parent (RD or RA) if they wish to excuse their child due to illness. The dorm parent will then notify our office.
 - Other absences: Parents are requested to call or email our office prior to 9:00am on days when students will be absent or late for reasons other than illness.
- All Students:
 - **Elective Extended Absences of 3 or More Days:** Please review our [Elective Extended Absence Policy](#) and contact the school well in advance of such absences so that we can partner together to support your child's learning experience.

Tracking Your Child's Attendance:

- Please track your child's attendance in Briercrest Live.
- You will receive an email from your child's teacher when your child is absent without an excuse having been previously received in our office. Please contact our office to correct or to update our attendance records for your child.
- Our office will communicate with you when your child reaches the 5, 10, and 15 absence points in each of their classes—or the equivalent thereof in 2-month and 8-month terms.

How Absences Due to Curricular and Extracurricular Commitments are Tallied:

- Curricular Activities:
 - Curricular events, such as fieldtrips, are part of your child's coursework. Participation in these events WILL NOT contribute to the student's absence tally for that class.
 - Students will need to be in "good academic standing" to participate in these types of activities, especially if they may miss other classes as part of the activity. To determine if absences will or will not tally, should other classes be missed, please see the section below.
- Extracurricular Activities:
 - When your child is absent from class due to school-endorsed events, such as athletic or arts functions, participation in these events *may or may not* contribute to the student's absence tally for their classes as follows:
 - **Absences WILL NOT tally** when the teacher/supervisor can reasonably provide time during the extracurricular event to supervise the students making up the missed class learning time(s) and/or activities. This could apply when groups have adequate time to study while travelling and/or while waiting between performances or games. Advance notice will be given.

- Absences **WILL tally** when the teacher/supervisor cannot reasonably provide time during the extracurricular event to supervise the students making up the missed class learning time(s) and/or activities. This could apply when a group is on a fieldtrip with minimal travel time and a fully scheduled timetable. Advance notice will be given.

School/Family/Dorm/Extracurricular Support Response When Maximum Absences are Reached:

- When the maximum absences (excused and/or unexcused) are reached, the student will need to reapply to the course with the BCA administrative team. This will include providing a plan for completing the remainder of the course successfully and with consistent attendance.
- **APPROVAL:**
 - **MITIGATING CIRCUMSTANCES:** In the event that the absences have accrued due to mitigating circumstances, the student's reapplication will be approved. Mitigating circumstances include events such as significant and/or lengthy illnesses, surgeries, mental health crises, and/or losses of friends or family.
 - In such cases, the student may or may not be required to make up class time missed subsequent to the reapplication. This decision depends on what is in the best overall interests of the child's health and wellness. This decision may be arrived at in collaboration with the parents, student, academic, and/or student development teams.
 - **NON-MITIGATING CIRCUMSTANCES:** In the event that the absences have accrued without mitigating circumstances, the student's reapplication will be approved as long as a reasonable plan can be established to ensure the student's success. This will include an arrangement in which the student must make up any class time missed subsequent to the reapplication.
- **COURSE REPEAT:**
 - In the event that the reapplication process and subsequent support plan do not result in the student successfully adhering to their plan for completing the course and/or for maintaining consistent attendance, the student will be removed from the course with the opportunity to repeat it at a future date.

Early Voluntary Withdrawal or Early Departure from Course(s)/Term/BCA:

- When a student withdraws or departs early from one or more courses, or from the complete program of study at BCA, before the scheduled end of the term(s) during which they are registered into classes, the student will become responsible for enrolling into a different school through which to complete their credit(s).
 - Students will not receive credits through BCA for courses that are incomplete when they withdraw or depart early; instead, they will complete their credits with another school and/or through an online service provider at their own expense.
 - In this case, students will receive a summary of the learning outcomes which they have attained in their incomplete courses(s) to the point at which they withdrew/departed from those course(s). They will provide this summary to their

receiving school so that the next stages of programming for the student can be determined.

- **MITIGATING CIRCUMSTANCES:** In the event that the student withdraws/departs early from one or more courses, or from the complete program of study at BCA, due to mitigating circumstances, consideration may be given to assisting the student to finish their incomplete courses through BCA. Such consideration may be offered if the student has already attained the majority of the learning outcomes in their course(s), if the withdrawal occurs after midterms, and if it is determined to be in the best interests of the student from an academic and a personal perspective. Mitigating circumstances include events such as significant and/or lengthy illnesses, surgeries, mental health crises, and/or losses of friends or family.