

## DORM STUDENT ILLNESS POLICY

In order to facilitate the best health care possible for our BCA dorm students, these students need to be excused by a Residence Dean or Assistant for absences related to illness. Parents of dorm students are requested to partner with the dorm personnel when discussing absences due to illness rather than calling the BCA office directly on their student's behalf. For other types of absences, parents are requested to notify directly both the BCA office and the dorm personnel.

BCA dorm students who are ill, and intend on missing one or more classes as a result, must visit the BCA office and formally report their illness on the "Excused Absence Record Form." This visit must occur before 9 am.

- I. The BCA administrative assistant will communicate the details of the sick absenteeism by email on the same day.
- II. In situations where the student is too sick to report to the BCA office then the student must immediately contact their RD, or designate, and report on her or his condition before 9 am. The RD/RA will then contact the BCA office as soon as possible with the details of the student's absence (using the illness report form as a guideline). The administrative assistant will fill out an illness report form with this information.

Medical follow-up may be required for the student by their RD whenever one of the following occurs:

- I. A student has been sick and missed multiple classes for two consecutive days.
- II. A student has been sick for three days and has missed classes within two weeks.

Class absences will not be approved in the following situations:

- I. A student's illness is not reported to the BCA office or the student's RD or designate (in cases of more extreme illness) by 9 am. \*
- II. A student refuses or fails to keep the follow-up doctor's appointment that was booked for them as a result of one of the above. \*
- III. A student has been suspended by an RD from the privilege of excusing himself/herself from school.

\* The BCA RD will communicate any such occurrences to the BCA office for adjustment of the student's attendance record.

Same day co-curricular involvement restrictions will apply to students who have missed class(es) due to illness (see BCA Class Attendance & Extracurricular Participation policy).