



Attendance Policy

It is the goal of Bridgewater Academy to awaken a love of learning in young people, and give them the ability to be successful, responsible citizens. Attendance is the first step in this journey. Students are expected to arrive on-time, with required materials, ready to learn. As a school of choice, and because of the learning style at Bridgewater Academy, attendance is of the utmost importance and deemed critical to the success of your child.

Parents are expected to take a proactive role in ensuring their children attend school. We recommend that families plan their vacation schedule around the existing school calendar. When possible, medical and dental appointments should take place outside of school hours, and parents should notify the school in advance of any absence. Parents and students are responsible for obtaining homework or assignments for the time period which the student is absent.

Excused Absences

As per South Carolina State Code § 59-65-90 some absences and incidents of tardiness are excused (see list below). The number of absences and incidents of tardiness will be noted on progress reports.

Excused

- Personal illness
- Death in the family
- Religious observance
- Approved school activity
- Excuses consistent with student's IEP
- Other reasons as approved by school administrator

Please call the school at (843) 236-3689, or submit an excused absence form on the webpage, before 10:00am for each day your child will be absent, tardy or picked up early.

Tardies

Students will be considered tardy if they are not in the classroom at the designated start time for class. Any late student must be signed in by a parent in the front office.

Check-Out Procedure

When a student needs to be excused early, he/she must be checked out at the main office by a parent/legal guardian. If a child is to be checked out by someone other than the parent/legal guardian, a note from his/her parent/guardian is required in advance stating who will be picking up the student and at what time. The requests must have a parent/guardian signature and phone number where a parent can be reached. The person should also be listed on the child's Emergency Contact Form for student pickup. Before departing, the person checking out the student must sign out on the register provided in the main office.

Withdrawal from School Roster

In the event that you decide to withdraw your child in order to enroll him or her in another school, we request that you notify us immediately, follow our Transfer Policy, and fill out the appropriate forms. When a student withdraws from Bridgewater Academy they will be unable to transfer back without going through the enrollment process again.

Intervention

It is important to maintain ongoing communication with your child's teachers about health or family situations that may negatively affect your child's consistent attendance in school. When absences and tardies occur with some regularity or frequency, intervention may be necessary to improve attendance.

Bridgewater Academy's attendance policy and intervention plan is as follows:

- 3-4 days missed in the school year parent will receive a letter from the school detailing the concern.
- 5-9 days missed in the school year a meeting will be set up with the director and parents to discuss attendance issues.
- 10+ days missed in the school year parents will be required to attend the next scheduled board meeting to discuss their child's continued enrollment in the school, pending outcome of board meeting and vote of board members.
- Tardies and excessive early check-outs will be handled on a per case basis and intervention will be dependent on circumstances, and at the discretion of the director.

Bridgewater Academy intends for this policy to be consistent with the provisions of South Carolina's compulsory attendance laws, South Carolina Code § 59-65-10, § 59-21-540, § 59-65-90, § 59-40-50(B) (2), § 59-40-140(A) and (B). Bridgewater will seek to accurately monitor and record attendance information, annually review attendance data, and consider revisions to the attendance policy and procedures to encourage student attendance.

South Carolina Code of Laws Attendance Policy Link: <http://www.scstatehouse.gov/code/t59c065.php>