

# Attendance Tips

- Late Arrivals

- All classroom instruction, including related arts, begins promptly at 8:30 a.m. Any student not in the building by 8:30 a.m. is considered tardy and must be signed in by an adult, regardless of when the student arrived in the parking lot.
- If a student is tardy due to appointment, illness, etc. it will be excused. All others will be considered unlawful.

- Early Dismissals

- The latest a student may be signed out from the office is 2:20 p.m. Anyone wishing to pick up a student after 2:20 p.m. will need to get in the parent pick up line.
- Please either send a note or call the main office if you will be picking up your child early. **Do not solely send the teacher a message on Class Dojo.**
- The office must be notified if anyone other than a parent or legal guardian will be picking up the student, regardless of whether they're on the emergency contact list.
- If possible, please send in notes on the day of the early dismissal and not in advance.

- Absence Excuses

- Please send an absence excuse or doctor's note within three days of a student's absence. Forms may also be filled out or documents attached in the Sapphire Community Portal.
- If a student will be absent due to travel, an educational trip form must be filled out beforehand. Forms are available upon request from the school or can be filled out in the Sapphire Community Portal.
- Please see the attendance section of the parent handbook (available on the BASD website) for more detailed information on acceptable absence excuses, number of allowable absences, and truancy.