

Attendance Policies

Attendance

During the school year, Brentwood Academy will continue to emphasize the value of instructional time. Brentwood Academy expects families to commit their students to attending every school day of the semester, barring serious illness or other family emergency. We expect students to be in school and on time to each class every day. Students who have more than four unexcused absences in one subject during any semester may be denied credit for that subject due to excessive absence.

When a student is absent, a parent **MUST** call the upper school receptionist or the middle school receptionist to report the absence and the reason for the absence. Please call the school before 7:45 AM. A message may be left on the attendance hotline for your convenience. Unless the school receives a call, the absence will be unexcused.

Attendance Hotline Phone Numbers

Upper School: 615-373-9120

Middle School: 615-523-0630

Excused Absences

The following are approved reasons for school absence:

- Personal illness (doctor's note required after three consecutive)
- Death in the family
- Family emergencies involving illness, injury, or death
- Required court appearances
- Parent request (limited to three days per year); prior approval at least three days in advance by the dean of students/middle school director.
- Students should submit assignments before the absence occurs.
- Juniors and seniors are allowed two college visitation days per school year.

Advance approval by the college counselor is required, and students must bring back documentation from the college visited.

Students with excused absences are required to complete the work missed promptly. The student should meet with his/her teachers upon returning to school to make arrangements to complete work missed. An assignment made before the absence will be due upon return to school; students will have the same number of days of their absence to complete missed assignments.

Students who are absent due to school-sponsored activities are to meet with their teachers prior to the activity to get assignments, schedule a time to turn in assignments, and/or take tests or quizzes.

Any student who has a missing assignment at the end of a week will be expected to report to his/her teacher at 2:00 PM on Friday to complete the work.

Unexcused Absences

Skipping class or absences without school approval are considered unexcused; students will receive zeroes. Skipping class may also result in suspension from school. Work missed because of excessive parent request days (more than three days) may be made up for no more than 70% credit.

Late Arrivals/Early Dismissals (See Excused Absences)

Any student who arrives late to school is required to sign in with the school office and to bring a note from his/her parent if the reason for being late falls under the list of excused absences (previous page). Late arrivals or early dismissals due to parent requests require three-day prior approval by the dean of students/middle school director. More than four tardies in the middle school and more than one unexcused tardy in the upper school per semester will result in Saturday detention hours.

Students should never miss any part of the school day in order to complete an assignment, rest, or otherwise prepare themselves for any school event. Students who miss more than one class may not participate in any extra-curricular activity that day without administrative approval.

Excessive Absences

Brentwood Academy recognizes that the experience of attending school alongside other students is of greater benefit than just completing classroom assignments. A good attendance record is a step in the direction of a good work ethic in later years. For this reason, students who miss over 10 school days (two weeks) in one semester for any reason, whether excused or not and regardless of GPA, may be asked to withdraw from BA.

Athletic/PE Attendance

See Athletics section.

Emergency Closing of School

The headmaster will announce emergency/unscheduled closings of the school when he feels the normal operations of the school are prohibited. As soon as decisions are made, the announcement will go out on our automated call system, be noted on the website, and be given to local television and radio stations. Parents will use their own discretion as to whether or not they can get their children to school during inclement weather.

Because of the problems in picking children up, it is difficult to cancel school should weather conditions change while school is in session. Thus, any parent who feels his/her child is in serious danger because of bad weather may call the school and request that the child drive home or ride with whomever the parent designates.