**Student Attendance Protocol**

In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Good attendance habits positively impact the learning process and carry over into the world of work. It is the position of Butler Christian Academy that every day at school is important and that no student should be absent except for extraordinary reasons.

Beginning the 2019-2020 school year, the school will accept excuses from parents/guardians for five (5) total days of absence each quarter (9 weeks). A student is allowed five (5) absences per nine weeks, per class. A student with more than five (5) absences receives no credit for the semester in each class or the course and is issued a grade no greater than a 59. These absences do not include extended illnesses, which are defined by BCA as illnesses requiring absences of two or more consecutive days supported by a doctor’s note. If you are absent one day with a doctor’s note, that day is one of your 5 allowed absences. Absence from a class due to a field trip or other school function is excused and does not count as one of your 5 allowed absences. Absences due to family vacations or church trips will be counted as part of the 5 allowed absences. A student must be in school four full periods to be counted present for the day. Please make sure all notes from doctors and dentists are presented to the office personnel when you are tardy or absent.

**Certificate of Attendance**

 The state of Georgia requires a certificate of attendance for a learner’s permit and a regular license. A student must not have more than five (5) total days of absence per quarter when applying for the certificate. Students may request a certificate of attendance from the front office.

**Skipping**

 Skipping school is an unexcused absence. If a student chooses to skip classes or school, he/she will not be given the opportunity to make up any work missed while absent. Skipping may result in suspension.

**Tardiness/Early Release**

On the fourth tardy or early release within a quarter, detention or other consequences will be assigned. Three tardies/early release equals an absence.

If you have questions about the attendance procedures, contact an administrator or your child’s classroom teacher.

We have read the revised Attendance Policy carefully and hereby agree to its terms.

Signature of Parents/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parents/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student (3rd-12th grade): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Technology Policy**

 It is the intent of Butler Christian Academy to provide an environment that is free from distraction. To that end, certain expectations have been established that prevent the disruption of the school environment. BCA recognizes that personal technology is a purposeful and prominent part of student life. The use of any technology by any person carries great responsibility that can directly impact teaching, learning, and behavior. As a result, the following expectations for all students will apply:

1. No student may use any personal technology in the classroom without consent from the teacher assigned to that room. This is to include any activity that involves any form of use involving a personal technology device (example: checking the time will be considered a violation if not given expressed consent of the teacher that permits personal technology use).

2. Enforcement of BCA policy will be under the following guidelines:

a. Upon any offense, the teacher may confiscate any technology and impose detention and provide parent notification.

b. If a student demonstrates after three notifications that they cannot abide by the expectations of his/her teacher(s), the student will be referred to the Principal/Assistant Principal where the student will be subject to revocation of personal technology possession and use during the school operating hours and the assigning of a minimum of one day of in-school suspension. Continued violations may result in subsequent disciplinary actions.

d. Technology use will be allowed inside the classroom for educational purposes only. Using any personal technology on campus during school hours will be deemed a major violation. At no time may a student engage in any form of verbal or digital communication with a parent, another student, or other recipient during the school day. Violation of this can result in severe consequences because it can interfere with the school’s ability to conduct required actions during the course of the day, emergency situations, and secured teaching/testing activities, thus bringing endangerment and liability issues to students, staff, and faculty.

Parents should contact the school office in the event of an emergency. Emergency and/or necessary outside phone calls are to be made from the appropriate school office.

*Personal Technology* - Any electronic communication device with the capability to make and receive calls, texts, emails, tweets, posts, photos, or gain access to the Internet. Violations include inappropriate pictures as determined by the Administration, taking pictures of a person or his/her personal items or intellectual property without permission, and/or disseminating said photos.

We have read the Technology Policy carefully and hereby agree to its terms.

Signature of Parents/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parents/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student (3rd-12th grade): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_