



Dear BBS Families,

With the recent announcement of staff and classroom quarantines, there have been questions regarding attendance. We would like to help clarify attendance during this unique time of online and in-person options. Prior to the beginning of each quarter, families are given an option as to whether to elect online or in-person instruction for their child. These options were set forth for the following reasons:

1. Prepare the physical space according to mitigation policies
2. Maintain the integrity and accuracy of attendance
3. Accountability of enrolled students to the Arizona Department of Education

Our attendance reporting relies on a family's selection each quarter as we must report distance learning and in-person learning separately. This is a cumbersome, lengthy process, but one that is audited annually for accuracy. Here are some common attendance situations we would like to clarify.

1. Many parents are emailing teachers instead of the office regarding attendance. We appreciate the courtesy to let teachers know, but all attendance must be maintained by the office. **Please call or email the front office if your child needs to miss school.** We will communicate absences to teachers.
2. If in-person students need to miss school, they will be marked as an excused absence. **This includes students whose parents choose to keep them home for any reason other than the 10-day isolation or 14-day quarantine related to Covid.** This is considered a family reason. Students may join online to maintain their academic progress, but attendance will be entered as an excused absence.
 - a. Just as with any excused absence, teachers will do their best to get work to those students or to catch students up when they return in person.
 - b. Teachers will not send home materials such as textbooks, workbooks, journals, and pencil pouches.
 - c. We cannot expect teachers to prepare a week's worth of work for an in-person student on a moment's notice. To help with this, teachers will make sure everyone can access materials on Teams.
3. If BBS determines that an in-person student must isolate at home for 10 days or quarantine for 14 days, that student will attend school online. This student, unless sick and not able to complete schoolwork, is considered present. Within a day or two, we should be able to have work and materials ready for parent pick up so that child can attend school while at home.

If you have any questions regarding attendance, please do not hesitate to contact me. Thank you for your patience and understanding during these unprecedented times.

Sincerely,

Peggy French
Director of Operations