

The Bridge Tutorial

Attendance & Absence Policy

2026-2027 Academic Year

Macon Road Baptist Church

11015 US-64, Arlington, TN 38002

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Policy Overview

Regular attendance is essential for student success at The Bridge Tutorial. This comprehensive policy outlines expectations, procedures, and responsibilities regarding attendance and absences for students, parents, and tutors.

Key Principle: One class session at The Bridge literally covers a week's worth of material. Missing even a single class can significantly impact a student's understanding and progress in the course.

Class Schedule

Classes meet on Tuesdays and Thursdays at Macon Road Baptist Church, 11015 US-64, Arlington, TN 38002.

Daily Class Schedule:

- Period 1: 8:30am - 10:00am (1.5 hours)
- Period 2: 10:15am - 11:45am (1.5 hours)
- Lunch Break: 11:45am - 12:15pm (30 minutes)
- Period 3: 12:15pm - 1:45pm (1.5 hours)
- Period 4: 2:00pm - 3:30pm (1.5 hours)

The academic year is 32 weeks in length, divided into two 16-week semesters. Each class period is 1.5 hours long with 15-minute breaks between periods.

Attendance Expectations

General Requirements

For successful course completion, courses require a joint effort among students, parents, and tutors. Regular attendance is fundamental to this partnership.

Students are expected to:

- ✓ Attend all scheduled class sessions
- ✓ Arrive on time for each class period
- ✓ Remain in class for the entire period
- ✓ Participate actively when present

Punctuality

Students should arrive no earlier than 8:15am and must be present and ready when their first class begins. Once dropped off by a parent, students will not be allowed to leave the building until class is dismissed. Classes will not be dismissed early as the general rule.

Tardiness disrupts the learning environment for all students. Parents should ensure students arrive with adequate time to be settled and prepared when class begins.

Graduating Seniors

Graduating seniors are required to attend class, take tests, and submit assignments through the last day of class. Tutors will not excuse assignments and tests missed or not completed. Tutors will post grades based on work completed.

Absence Notification Procedures

Planning for Absences

Occasionally, students will need to be absent from class. Be mindful of known absences, their quantity, and the effect they will have on the classroom experience and your student's learning. Remember: one class session covers a week's worth of material.

Best Practice: When planning family activities, vacations, or appointments, please consider the Bridge class schedule. Whenever possible, schedule appointments and travel during weeks when Bridge is not in session.

Notifying Tutors

Please let tutors know as soon as possible about an absence. Early notification allows tutors to plan accordingly and prepare materials for the student to complete at home.

Notification Requirements:

- Notification must come from a parent/guardian
- Acceptable notification methods: email, phone call, or written note
- Email or phone call to the individual tutor is preferred
- **An email or explanation from a child is NOT sufficient to excuse an absence**

Excused vs. Unexcused Absences

Absences are considered unexcused until excused by a parent's note, email, or phone call to the tutor. While both excused and unexcused absences affect student learning, proper notification ensures tutors can support the student's continued progress.

Examples of circumstances that may warrant an excused absence:

- Student illness
- Family emergency
- Medical appointments that cannot be scheduled outside class time
- Pre-approved family travel or commitments
- Other circumstances approved by the tutor and/or director

Illness Policy

We strive to provide a healthy environment for all students attending classes at The Bridge Tutorial. Parents play a crucial role in maintaining the health of our community.

When to Keep Your Child Home

IMPORTANT: Please keep your child at home if he/she is sick. If your child has a temperature or has had a temperature within the last 24 hours, please keep him/her at home.

Keep your child home if experiencing:

- Fever (temperature of 100°F or higher) within the last 24 hours
- Vomiting or diarrhea within the last 24 hours
- Severe cold symptoms (heavy congestion, persistent cough)
- Signs of contagious illness (pink eye, unexplained rash, etc.)
- Any condition that prevents active participation in class

Parental Responsibility

You, as the parents, are ultimately responsible for determining your child's ability to actively participate in class and to notify the tutor of the absence. Use your best judgment to protect both your child's health and the health of other students and staff.

Making Up Missed Work

Students remain responsible for all coursework and assignments, regardless of absence. The following procedures ensure students can stay on track when absences occur.

Student Responsibilities

When absent, students are responsible for:

1. Requesting missed assignments from the tutor
2. Obtaining missed notes from another student in the class
3. Completing all missed assignments according to the timeline established by the tutor
4. Reviewing missed material thoroughly before the next class session

Parent Responsibilities

Parents should:

- Contact the tutor promptly to notify of the absence
- Request information about missed assignments and material covered
- Help their student arrange to obtain class notes from a classmate
- Ensure their student completes all make-up work in a timely manner
- Monitor their student's understanding of missed material

Tutor Responsibilities

Tutors will:

- Provide information about missed assignments when contacted by parent or student
- Establish reasonable timelines for completion of make-up work
- Be available to answer questions about missed material
- Communicate specific attendance requirements for their individual courses

Important Note: Always check with your child's tutor for specific attendance requirements and make-up work policies for individual courses. Some classes may have additional requirements or restrictions based on the nature of the coursework.

Tuition Policy Related to Absences

No Proration for Absences: Tuition will not be prorated for missed classes since tuition serves to reserve class space and to compensate for preparation the tutor has already completed. This applies to all absences, whether planned or due to illness.

This policy ensures:

- Your student's enrollment spot is secured for the entire year
- Tutors can adequately prepare and plan for consistent class sizes
- The program can maintain financial stability and high-quality instruction

Tutor Absence Policy

Tutors are committed to maintaining consistent instruction throughout the year. However, occasional absences may be necessary due to illness or emergency.

Emergency Day Allowance

Tutors are allowed one emergency day per year per class without refund or make-up of the class period. Weekly assignments and homework will be required even if the tutor is absent.

Additional Absences

Any class cancellation beyond the one emergency day will require either:

- A make-up class scheduled at a mutually convenient time, OR
- A prorated refund of tuition for the missed class(es)

Substitute Tutors

Tutors may use a qualified substitute tutor to teach during their absence. In this case, class will proceed as normally scheduled with no make-up or refund required.

Tutor Inability to Complete Year

In the event that a tutor is unable to complete the year, a prorated fee for tuition and the materials fee will be refunded to The Bridge to pay a contracted substitute tutor for the remaining scheduled classes.

Addressing Excessive Absences

While we understand that occasional absences are inevitable, excessive absences can significantly impact a student's ability to succeed in a course and can affect the learning environment for other students in the class.

Communication and Support

If a pattern of absences develops, tutors may reach out to parents to discuss:

- The impact of absences on the student's progress
- Strategies to help the student catch up on missed material
- Whether the current course load is appropriate for the student
- Potential adjustments to ensure student success

Academic Impact

Students with excessive absences may find it difficult to keep pace with course requirements. Parents should work closely with tutors to determine whether the student can realistically complete the course successfully given the amount of missed instruction.

Attendance Records

Individual tutors maintain attendance records for their classes. These records are used to:

- Track student participation and engagement
- Document communication with families regarding absences
- Provide information for grade calculation (if attendance affects grading)
- Support transcript and record-keeping requirements

Reminder: The Bridge Tutorial is NOT an umbrella school. Parents are responsible for maintaining official attendance records and transcripts through their registered Tennessee umbrella school.

Special Circumstances

The Bridge Tutorial recognizes that extraordinary circumstances may arise that require extended absences or special accommodation.

Extended Illness or Family Emergency

If a student faces an extended absence due to serious illness, injury, or family emergency, parents should:

1. Contact the tutor(s) and Bridge Director as soon as possible
2. Discuss options for the student to continue coursework remotely if possible
3. Determine whether withdrawal from one or more courses is necessary
4. Review the Early Withdrawal Policy in the Policy Handbook

Religious Observances

The Bridge Tutorial respects religious observances. Parents should notify tutors in advance of any planned absences for religious holidays, and the standard absence procedures will apply for making up missed work.

Questions About Attendance?

Contact your student's tutor directly or reach out to:

The Bridge Tutorial Administration

 (901) 451-9857

 admin@thebridgetutorial.com

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