

## **ATTENDANCE AND ABSENCES**

### **ATTENDANCE:**

Regular school attendance is state mandated. In addition, regular school attendance is of great importance if students are to experience the continued sequential teaching needed to attain academic goals.

### **ABSENCES:**

If a student will be absent from school for any reason, parents/guardians are asked to notify the school before 9:00am. If the parent/guardian is calling before 7:30am please call 657-1704 extension 400. If the parent/guardian does not call, someone from the school will call home/work to inquire about the student's absence that day.

Excused absences include:

- ✓ Illness of the student
- ✓ Death in the immediate family
- ✓ Pre-approved educational trips

All other absences will be considered unexcused unless deemed an exceptionally urgent reason by school administration. If there are any questions please contact the office at 657-1704.

Upon sending your child to school after an absence, parents/guardians are required to send a written excuse explaining why the student was absent.

Student attendance is monitored by the Student Support Team (SST) in conjunction with the administration. Should a student's absence exceed ten days contact may be made to the parent/guardian by the Student Support Team/Administration.

The administration will notify the parents/guardians of a student who accumulates three unexcused days of absence. Any subsequent days of unexcused absence could result in fines as required by Pennsylvania State School Law.

A high absentee rate of thirty days in a year may affect student promotion to the next grade level. Each case will be considered on an individual basis.

A student may not take part in any school sponsored activities on a school day unless the student was present in school at least two hours during the day.

### **PROCEDURES FOR ABSENCE:**

The student must present a note to the homeroom teacher from the parent/guardian on the day the student returns to school. ***We require a signed doctor's excuse note for an absence of three days or more.***

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If the student arrives at school

- before 11:00am, this will be considered a tardy,
- after 11:00am, this is considered a ½ day absent.

A student who leaves school

- before 11:00am due to illness or an appointment, and **does not return to school**, is considered absent for the entire day.
- **after 11:00am and before 1:00pm** is considered absent for ½ day.

**Any student who is absent due to a communicable disease must have a doctor's note to return to school.**

The parent/guardian should inform the homeroom teacher one day in advance of an appointment:

- ✓ that will remove the student from the classroom, or
- ✓ cause the student to be late for school.

When returning from a medical appointment the parent/guardian should:

- ✓ Make sure the student has a medical excuse form for the school
- ✓ Accompany the student to the school office
- ✓ Sign the student in at the school office so that the student has a pass to return to the classroom

***A student may not take part in any school sponsored extra-curricular activities on a school day unless the student was present in school at least two hours during the day.***

### HOMWORK FOR ABSENCES:

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If a student is absent, the student may choose to call a fellow classmate for any homework assignments. Homework assignments are also posted weekly on Edline. A link to Edline is available on the Announcements section of the Holy Name of Jesus School website.

Parents, please contact the school office before 10:00am in order to pick up any books/homework between 3:30pm and 4:00pm or have the assignments sent home with a sibling or neighbor.

### LATENESS:

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Classroom instruction begins at 8:15am. **Students are to be in their classrooms no later than 8:10 A.M., when announcements begin. Students who are late for school should report to the school office to be signed in by their parent/guardian.** The student will receive a pass that he/she must give to the homeroom teacher.

If the parent/guardian knows that a student will be late for school because of an early morning appointment, the parent needs to write a note to the teacher at least one day in advance. If the

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parent/guardian does not notify the school the day before a morning appointment, please call the school office on the morning of the appointment to let us know that the student will be late for school. If the school has proper notification, it will avoid unnecessary phone calls and/or possible errors on the student's attendance records.

The parent/guardian of any student who is consistently late may be notified/contacted by the school Principal.

Please note that any absences *will* affect Perfect Attendance records.