

ATTENDANCE

All absences and days the student arrives late become part of a student's permanent record. When a student is absent from school, a parent/legal guardian must call the school any time before 8:30 AM to report the reason for absence. The school reserves the right to call the home of the absent student(s) to ascertain the cause(s) for absence. When the student returns to school, the student must bring a note signed by a parent/legal guardian stating the reason for absence and validated by a doctor, if applicable. **It is strongly recommended that a child returning to school after having a febrile illness be fever free for 24 hours prior to returning to school.**

In order to have sufficient time for an optimum education, it is important that students attend school regularly. St. John School standards for regular attendance are as follows:

- When a student is not present in school the student is considered "absent" and is marked on the permanent record card accordingly.
- A student can only be marked "present" if **physically** in school.
- When a student's absence is due to an outside event supported by the school, this is considered an "excused absence" and will not count against the yearly "perfect attendance" award.
- More than 20 days absence per year is considered excessive. The principal will review the attendance record of any individual who exceeds this level, and will determine the consequence, if any is deemed necessary.
- The yearly "perfect attendance" award will be given to students who have not been absent (except for "excused" absences) during the school year.
- In addition to the Perfect Attendance award, which is given at the end of the year, an Excellent Attendance award will also be given to students who have only been absent ½ to 3 days during the school year.

Voted by the School Board, June 1997

- "Excused absences" include, but are not limited to, a one time 1-day visit to a high school by an 8th grader, attendance at the March for Life, participating in Take Your Child to Work Day, when a St. John School Student represents the school at an event.
- "Excused absences" will be recorded on permanent records to show a child was not physically present.
- Any child with 4 or more late arrivals will not be eligible for an attendance award at the end of the year.

Absence - Assignments

The school can provide only limited service to a student who must be absent for a prolonged period of time. The classroom learning experience, coupled with the use of the library and the other special services offered by the school, are reasons for not promising to the absent student more than the school can deliver. The guidelines to be followed for any absence are:

- Any student who is absent must arrange with the teacher or a classmate to receive assignments.
- Classes, discussions, labs (in science) will be made up at the discretion of the teacher. A student who has been absent must see the teacher immediately upon return and may be required to stay in at recess to make up the work.
- Parents of students with medical problems necessitating extended absence (more than 20 days) must contact the office immediately. The office informs all parties who

need to know. The school nurse should be contacted before the child returns to school so that a support system can be set up to ease the student's re-entry.

- Home tutoring for prolonged illness is available through the county, in the student's home, under certain specific circumstances.

Arriving Late / Leaving Early

Students may enter their homerooms at 8:15 A.M. The school day begins at 8:30 A.M.

(Supervision CAN NOT be provided before that time.)

Upon arriving, students immediately prepare for the school day. **Any student arriving after 8:30 A.M. is considered late and must report to the office for a late slip. Teachers will not admit students to their homerooms without a late slip.** Students will be marked late on their permanent records. It is the responsibility of the student to check with the homeroom teacher to receive any necessary communication that may have been missed due to lateness.

- If the student **arrives at school between 8:30 A.M. and 9:30 A.M.** the student is marked **late.**
- If the student is absent from the building for 1 to 4 hours, the student is marked **1/2 day absent.**
- If the student is absent from the building for more than four hours, the student is marked **absent for the whole day.**
- If a student leaves between 2:00 and 3:00, he/she must report to the office for an early dismissal slip.

The school discourages early departures and requests that families arrange medical appointments, dental appointments, (etc.) either after school hours, on days when school is not in session, on Saturdays, or during vacation periods. For an emergency early dismissal, the student, if possible, must submit a note to the office signed by the parent / legal guardian. The note should include the reason for the request and the time the student must leave school. When the parent arrives at the office, the child will be dismissed from the classroom and must be signed out by the parent / guardian. The student must make up the classroom work at the discretion of the teacher.