

Saint Gabriel School  
590 West 235th Street  
Bronx, New York 10463

September 9, 2020

### ATTENDANCE

Dear Parents,

Because school attendance is becoming an increasing problem, I have decided to address this issue in a separate letter from my Review of Class and School Policies.

Needless to say, consistent attendance is the best way to insure a proper sequence of instruction and a maximum performance by the student. Ample vacation periods are provided throughout the year to insure the needed rest. School policy has requested that scheduled family vacations coincide with the school's vacation calendar.

### ABSENCE

When a child is absent from school, there are two procedures which are required:

- (1) Before 9:00 A.M. the PARENT MUST CALL THE OFFICE to inform the school that the child will be absent. In the event that we are still engaged in remote learning, I would appreciate an email notification early in the day to keep my records straight. I do require the students to sign in before each class and respond to questions for the best classwork grade. The students are responsible for all work covered in class. Assignments are posted in the Google Classroom.
- (2) State law requires that a NOTE be kept on file for each absence. This note should be given to the homeroom teacher ON THE DAY THE STUDENT RETURNS TO CLASS. In the event of remote learning, this note would be sent as an attachment with the email note.

### LATENESS

Students may begin entering the classroom at 8:00 each morning. By 8:05 all students should be SILENTLY WORKING in their seats. Any student who enters the classroom after 8:05 must have a LATE PASS from the office. If a student is late more than five times in a quarterly marking period, the student cannot receive an "A" in conduct on the report card. Last year Mr. Naccari introduced a policy whereby a student would be suspended from participation in extracurricular activities if he/she was late three times in a month. The student would be reinstated if the lateness situation improved the following month.

In the event of remote learning, I have a policy whereby the student has "five minutes" to sign in. I will post the names of those students who fail to sign in or sign in late in the Google Classroom. Parents may wish to review my comments to make certain that their child is following the required class procedures. Ultimately, each student is responsible for his or her

own educational foundation. No one is happy about the situation that has resulted from the pandemic, but everyone must rise above the situation to make certain that he or she is doing his or her best to insure a successful future.

Since one purpose of school is to prepare the students for the REAL WORLD of DAILY WORK ahead, parents are asked to DISCOURAGE the EXCESSIVE ABSENCE and/or LATENESS that would NOT be tolerated by any employer.

Thank you!!!