

## VII ATTENDANCE, HEALTH, LATENESS

### ATTENDANCE

If your child is to progress favorably in school he/she should be in good health and be able to attend school daily. Good sense dictates that it is most inappropriate for your child to come to school when he/she is ill. Your child needs to remain at home during illness so recovery will be quick, and other students are not subjected to the illness. We ask you to protect your child and our students by keeping your child at home during the time of his/her illness.

#### DIRECTIVES FOR STUDENT ABSENCE

1. Keep your child at home until he/she is completely well.
2. On the morning of your child's absence and on each subsequent day of absence, call the school office at **215-632-1937 before 8:30 AM** to report the absence. Leave a message stating your child's name, grade, room number, and reason for absence on the answering machine. **Also, at this time, please state whether someone will come to school to pick up the student's homework for that day. Homework for absent students is available only after three consecutive days of student absence.** If you have registered your child for the **C. A. R. E. S. Program** for that day, please inform us on the answering machine that your child will not be attending the program that day due to absence. The secretary relays all information to the appropriate staff members.
2. If you inform us of your intention to pick up your child's homework when you report the student's absence in the morning, homework, books, etc. will be available to you **in the main office between 2 PM and 3 PM**. Please do not expect your child's homework to be ready in the office either before 2 PM or if you have not informed us at the time of the absence report you make in the morning. We will not interrupt classes to get homework for students whose parents have not requested it at the appropriate time and in the appropriate manner as stated above.
4. On the day of your child's return to class after an illness or other absence, he/she must present from his/her parent/guardian to his/her homeroom teacher a written absence note stating the length of the absence and the reason for the absence. If a student returns without a written parental excuse, the teacher will be forced to code the absence as parental neglect.

**If a student has been absent due to illness on three or more consecutive days, a doctor's certificate must also be presented with the parental note.**

7.

### HEALTH HABITS

A healthy child responds better to instruction. Help your child to practice proper health habits which we teach in school. Among these are:

1. **Proper Sleep** - a bedtime for your child should be established, and effort made to be consistent with this time.
2. **Proper Diet** - your child should eat breakfast and a proper lunch. Any child who stays in school for lunch and who comes to school without a lunch must call home for one to be brought to school.
3. **Proper Clothing** - your child should be sent to school with clothing that prepares him/her for the weather.
4. **Proper Bathing** - your child should be taught respect for his/her body by parental guidance in cleanliness of body and clothes.

### HEALTH SERVICES

Although a school nurse is present three days out of ten, she may not diagnose or treat illnesses. If a child is sick in the morning or when he/she comes home for lunch, please do not send the child to school. The school nurse's duties are to: maintain health records for each child; screen each child for vision, hearing, height, and weight; prepare inoculation program; inform parents when necessary

### LATENESS

If a student oversleeps or is late for some other reason, send him/her to school. It is better to be late than to miss class completely. If a student is late:

1. Upon arrival in school, the student is to report to the main office to obtain a late slip.
2. Any student in Grades PK3 to 8 who arrives after **8:00 AM in the morning is late.**
3. Any student in Grades PK3 to 8 who arrives after **12:50 PM after lunch is late.**
4. As of September, 2018, the Office of Catholic Education **does not offer** Perfect Attendance Certificates.

## VACATIONS

Vacations while school is in session are discouraged. Teachers have no obligation to assign work ahead of time and/or reteach missed lessons due to vacations. Teachers have no obligation to assign “make-up” work. **Students will be expected to complete all school and homework assignments upon their return from vacation.** If vacations take place during assessment, a student must take that assessment immediately upon returning to school with the time and place of assessment at the discretion of the teacher. Credit will be lost for oral and written classwork, assignments, projects, reports, tests, etc. that are not completed due to absences for vacation.