

ATTENDANCE

ABSENCES AND TARDINESS

Regular attendance is a most important factor in the establishment of a good scholastic record. Work missed through absences is difficult to make up, because there is no substitute for the active participation in daily classroom discussions and work. Students are expected to be in attendance for all days which are scheduled for instruction. There are certainly very good reasons for children to have to miss school such as personal illness, a family death, or a family emergency. We certainly do not want children to come to school if they are ill. For record keeping purposes at St. Antoninus School, there is no discrepancy between excused and unexcused absence. There is also no formal recognition for perfect attendance.

Notification to Office

A student's absence must be reported to the school office by 8:15 a.m. A message left on voice mail must include the caller's name, the student's name, grade number, and homeroom teacher, the date of absence, and reason for absence. Upon return to school, the parent must send a written note to the homeroom teacher stating the reason for the absence.

APPOINTMENTS, SCHEDULED EVENTS, VACATIONS

Whenever possible, medical and dental appointments should be scheduled outside of school hours.

Family vacations, during the school year, are discouraged for educational reasons. Assignments may not be given in advance. The responsibility lies with the student to get missed assignments. Any work given out prior to an arranged vacation is due upon return. Any work not given in advance after an arranged absence is given one day, per day absent, to complete missed work.

While prearranged absences are generally discouraged, St. Antoninus School recognizes that certain occupations and events scheduled out of parents' control prohibit all vacations from occurring during the normal school vacation times. (Weddings, ordinations, whole family reunions, etc.) Plans must be made out well in advance with individual teachers.

For all absences, students are responsible to make up the work they have missed. They will have one day for every day absent to complete assignments. Arrangements to pick up the child's work after 2:00 p.m. should be made before noon.