

## **ABSENCES**

Each student is required to attend all sessions of school as well as all classes in each session. Teachers are required to keep an accurate record of each student's attendance.

Attendance at school is required by state law. It should be noted that frequent absence adversely affects a student's academic progress. In case of long term illness, please see Home Instruction Policy.

When a student is absent from school for any reason, parents or guardian must notify the school by telephone on the day of the absence between the hours of 7:00a.m. and 9:30a.m. at (201) 445-6800.

The day the student returns to school she must present an excuse note signed by her parent or guardian. This note is to be given to the Office. The note should contain the student's full name, homeroom, dates absent and the reason. A student will not be permitted to return to homeroom without an admission slip.

**NOTE: A written note is required in addition to the parent phone call.**

**The maximum number of unexcused absences from a class that a student may accumulate and still receive credit is:**

Year course - **12** absences

Half year or semester course - **6** absences

The following absences are excused and will not contribute to loss of academic credit:

- A. Illness, when verified by a doctor's note.
- B. A death in the immediate family.
- C. Two approved college visits for seniors.
- D. An authorized absence.
- E. Extraordinary circumstances with administrative approval.

When the administration gives permission for a student to be absent from a class, or classes, to attend a curricular or co-curricular activity, the student is given an authorized absence.

In order to be given credit for a half day attendance, the student must remain in school until 1:00 p.m. If she leaves before 1:00 p.m., she is marked absent for a full day.

## **LATENESS**

Students who report late for a class without a valid and acceptable excuse will be given detention. Students who arrive at school after homeroom (8:10 a.m.) must report to the office for an admission slip. Late students are expected to bring a note from their parent or guardian explaining the reason for the lateness. After a student comes late to school three (3) times for any reason, she will receive detention. **A student who is not seated in homeroom by 7:50 a.m. is considered to be late**

## **EARLY DISMISSAL**

Permission to leave school before the close of the class day will very rarely be granted and then *only* when explained in a note from the parent or guardian (listing a contact phone number) of the student. **Phone calls will not be accepted except in true emergencies. Doctor's or dentist's appointments should not be made during school hours. Please note: liturgies, assemblies, and activities are part of the school curriculum and student attendance is required.**

### **Excuse From Physical Education**

To secure an excuse from physical education for one day, a student must present a parent or a doctor's note to the nurse before homeroom period. The nurse will issue a pass which the student will give to the physical education teacher. Library study will be assigned at the teacher's discretion. There is a limit on daily excuses of one (1) per quarter. Extended medical excuses for more than one day must be accompanied by a physician's note. Note: Athletes who do not participate in physical education may not participate in after-school athletics that day.

### **Authorized Absence**

Authorized absence occurs when a student has been selected to attend a special out-of-school program during school hours. All procedures for out-of-school trips will be followed, including ascertaining parent permission.

### **Excessive Absence**

Letters are sent periodically to parents indicating the number of absences and the status of those absences.

### **Prolonged Absence**

Parents should call the Guidance Office to request homework assignments when the student will be absent for three or more days. Absentee Homework Sheets will then be sent to all teachers. Teachers have 24 hours to respond and return the above sheets to the Guidance Office.

Parents are expected to pick up materials left in the Guidance Office by the classroom teacher the following day. Arrangements can be made for another student to pick up these materials.

If the student's absence is less than three days, it is the student's responsibility to contact a classmate or teacher for assignments missed.

### **Prolonged Absence-Health Services**

If a student will be absent from school for any medical reason, the parent must notify the medical office. The school nurse then directs the parent to the daughter's counselor.

### **Make-Up Work**

Make-up work is a joint responsibility of student and teacher. For an absence of more than three days, the student and teacher should mutually agree on a date for make-up.

## **VACATIONS**

Vacations during the school year are strongly discouraged, especially the period before and after Christmas, Easter and/or Thanksgiving vacation and the final two (2) weeks of each semester. Vacations are unexcused absences. Parents are urged to plan vacations in accordance with the school calendar. A student is expected to make-up all work missed.

## **HOME INSTRUCTION POLICY - (Bedside Tutoring)**

Those students incapable of attending school for an extended period of time (more than two (2) weeks) due to medical reasons are eligible for home instruction.

## **PARENTS OUT OF TOWN**

Should parents find it necessary to be away from the home for an appreciable amount of time, the school requires that the name of a temporary guardian be registered with administration in case of an emergency.