

St. Catherine School

Attendance Policy

Updated June 2021

Attendance

Absence: St. Catherine School policy reflects that 10 absences are allowed per semester and a note from your physician is required if your child misses three days in a row due to illness. Students are considered tardy if they are not in school by 8:40am.

If your child is absent seven days or tardy seven times in a semester, you will be asked to attend a meeting with the school principal and other personnel as needed to develop a plan for regular attendance.

Doctor and Dental Appointments: Appointments cannot always be arranged outside of school hours. Please inform the teacher ahead of time that the student will be leaving and at what time. The student must be signed out in the school office and accompanied by an adult.

Family Trips: Trips may be necessary during the school year, and these can be of great educational benefit to a child. Parents are asked to discuss the timing of a trip with the child's teacher ahead of time. Assignments will be given before the trip or upon the return date and appropriate time will be given for completion of this work.

Truancy: Truancy is any unexcused absence by a student under the age of 16 to include: three (3) consecutive unexcused days within a semester; or six (6) one-half unexcused days within a semester (elementary school); or twenty-one (21) class hours, as defined by each local education authority. A student who is considered to be an habitual truant may be subject to dismissal or adjudication. Unexcused absences are absences where no communication to explain the absence is received from a parent or guardian by 9:00am of the school day missed.