



St. Joseph Catholic School

Attendance/Tardy Policy

(revised July 2014)

Enrolling a child at St. Joseph School indicates a family's strong commitment to the education of that child. Foremost in the educational process is the child's presence in class from the beginning to the end of the school day. St. Joseph School follows the requirements of the State of Indiana regarding school attendance. This state requires that a school year consists of 180 days. To maintain our state accreditation, expected attendance requirements set by the Indiana Department of Education for our school must also be met. The following attendance policies have been adopted to ensure that St. Joseph will meet the requirements of the Department of Education, and most importantly, provide a structured, uninterrupted learning environment that supports a curriculum where lessons are interrelated and built upon each day.

Tardy Policy

Punctuality is an important habit to cultivate. Students should be in the classroom and in their seats when class is ready to begin. A student is considered tardy if he/she arrives after the morning bell at 7:45 a.m. Tardies will be considered "excused" for the following reasons:

- Illness
- Family emergency
- Unforeseen weather/road conditions
- Medical/Dental appointments (Parents and students need to present a medical/dental form to verify the appointment.)

Upon arrival at school, the adult accompanying the student must sign the student in at the office. If the parent fails to sign his/her child in at the office, one of the office personnel will call the parent the first time this happens. Failure to comply with this policy may result in your child's dismissal from St. Joseph School.

Attendance Policy

Students must be present in order to learn. Some absences are unavoidable. Parents are asked to follow these procedures whenever their child is absent.

- Call the school office (398-4202) by 8:00 a.m. on each day of your child's absence stating the reason for the absence. Arrangements may be made at that time to pick up your child's work in the office at the end of the day. An excused absence will be noted on the child's permanent record when the parents make contact with the school office. An unexcused absence will be noted on the child's permanent record in the event that the parent does not contact the office.
- An absence of three (3) consecutive days or more requires a note from the child's doctor.
- If a student is absent more than a total of eight (8) days during the course of the year, a

doctor's excuse is needed for each additional absence.

- If an extended absence due to illness is anticipated, the parents should notify the principal.
- Failure to comply with this policy may result in your child's dismissal from St. Joseph School.

Routine doctor and dentist appointments should be made outside of school hours whenever possible. Students are to be excused without penalty to keep medical and dental appointments, the only requirement that the student be in attendance at least two (2) hours at some time during the same school day and that he/she be responsible for the work missed during his/her absence. The parent or authorized adult must meet the child in the office and sign the child out. When returning to school the parent/authorized adult needs to sign the child back in school.

The parent/guardian must make a request to the principal prior to request absence for special events or personal business. Missed assignments and homework will be given upon student's return to school unless pre-arranged with the teacher.

Habitual absences or tardies will be reported to Shelby County's Department of Child Services.