

Attendance Procedures

Regular and punctual attendance habits are essential to success in school. Such habits should begin early and are clearly the responsibility of the parents/guardians. Regular attendance is also a legal requirement for kindergarten. Kindergarten, upper grades, and pre-school classes are scheduled and considered school time, and teachers prepare specific lessons and activities for all students.

Absence:

Excused absences: An excused absence occurs when a parent or guardian calls the school to say their child will be absent. When a required and necessary absence can be anticipated, a note should be sent in advance to the school office. The school requests a note from the parents/guardians explaining any student absence. The student presents the note to the teacher or the school office on the day of return. Parents/guardians are required to call the school office to inform the teacher of any absence and the reason for the absence.

A note from a licensed medical practitioner is required for any absence of three days or more in order for the student to return to class. There is a form included at the back of this packet that may be used for your doctor's signature.

Unexcused absences: An unexcused absence is time away from school without formal approval or a valid, institution-recognized reason. Five (5) unexcused absences within a 9-week period may cause a student to lose their financial assistance. An appeal may be made to the financial assistance committee.

An absence of up to fifty percent of an instructional day shall be counted as one-half day absence, and the absence of more than fifty percent of an instructional day shall be counted as one full-day absence.

Tardiness: Tardy Students must be signed into school by a parent or guardian. The classroom teacher may require make-up work due to tardiness. Parents/guardians are encouraged to bring their children to school on time. Tardiness disrupts the classroom schedule. Five (5) tardies in a 9-week period equals one (1) absence. A student will be expelled after 9 infractions.

The school and classroom calendars list all holidays. Family vacations, if at all possible, should coincide with school holidays. Efforts must be made for routine doctor/dentist, etc., appointments to be made outside the school day.

Religious Services

At All Saints Catholic School, Mass attendance is a graded curriculum requirement within the Religion course.

K through 8th graders are required to attend Mass on Thursday at 8:30 am and on Holy Days of Obligation at 12:10 pm. Pre-K students will join Mass attendance beginning the 2nd quarter. Grades K – 8 will pray the rosary as a group every first Friday of the month, and all other weeks may pray the rosary with individual teachers and classes. Grades K-8 will pray the Stations of the Cross during Lent.