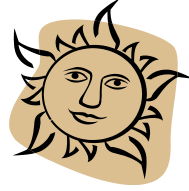


Sacred Heart of Jesus School

Attendance Policies



It is a state law that elementary children cannot be absent more than twenty (20) days in order to receive credit for the courses taken regardless if the absence is excused or unexcused. Exception can be made only in the event of extended personal illness as verified by a physician or at the discretion of the principal.

The school day is seven hours long. To get credit for a full day's attendance, a student must be present at school for at least 5 hours. To get half day credit, a student must be present at school for at least 3 & ½ hours. Those students who are at school for less than 3 & ½ hours will be recorded as a full day's absence.

When a student is absent, the parent is to call the main SHS office number and notify us that the student will not attend school on that day. A notification email may also be sent to the teacher, school nurse or the school secretary. On the day of return to school the student must present a written note to the homeroom teacher explaining the absence. If a note is not provided, the student may be sent to the office to contact a parent. An excuse may be faxed to the school at 383-1810, "Attention: Nurse" or emailed to Kjoyce@sacredheartbr.com.

When a written medical/dental excuse (with a doctor/dentist signature) is received, the absence or tardy (late arrival) will be recorded or changed to "excused" on the attendance record. The excused absence or tardy will remain on the attendance record.

If a student accumulates 6 or more unexcused tardies (late arrivals) within a nine weeks period, the student will be assigned a day to stay after school.

If an early check out is necessary, parents are to send a note to the office indicating the time and reason. A note can be emailed to Dmatirne@sacredheartbr.com, or faxed to 383-1810, "Attention: Office."

Any student athlete who checks out early or is absent may not participate in practice or play in a game on that same day.

We keep a daily record of when students are absent, late or taken from school for emergencies or other reasons. Sometimes we will send you a copy of this documentation to remind you when we see that your child is missing school too frequently causing adverse results to his or her grades and school life in general.

Please consult the SHS Parent - Student Handbook, pages 14 - 16, for the rest of the Attendance policies.

Please keep this notice handy for future reference.