

Saint Ignatius High School

Student Attendance Procedures

2016-2017

The following procedures should be followed regarding an absence for your son. Please call the school when he is absent **and send a note with him when he returns.**

ATTENDANCE PHONE NUMBER (216) 651-3374

Students have the right and responsibility to attend school each day. If a student is absent, **one of his parents or his guardian MUST** call the school before 8:30 a.m. to report the absence. We ask that you use the attendance phone number **(216) 651-3374** for this purpose. **An e-mail is not acceptable for reporting an absence.** Please give the following information when calling:

- **Name of student**
- **Student's I.D. number**
- **Reason for absence**
- **Anticipated duration of absence**
- **Name of parent or guardian reporting absence**

*If a sophomore service student is absent on his service day, a parent must call to notify the school and the sophomore service moderator of the student's absence.

The school will call home to verify if a student is absent with no phone call. This absence is considered unexcused.

Acceptable reasons for being absent are: personal illness or injury, death in the family, or any reason acceptable to the Assistant Principal for Discipline. The Assistant Principal shall declare an absence as unexcused if it cannot qualify in one of the above categories even though the student is absent with parental consent. **THE SCHOOL DOES NOT CONCEDE THE RIGHT TO PARENTS AND/OR THE STUDENT TO ALTER THE SCHOOL CALENDAR FOR THEIR OWN CONVENIENCE.** The student is not entitled to make up missed test or assignments or receive full credit under such circumstances.

Before returning to class after an absence, the student must present a **written parental explanation** of the absence and receive an admit slip for admission into classes. Absences due to doctors' appointments require a note from the doctor's office.

Failure to provide a note of parental explanation upon returning to school may result in JUGs or suspension. Absences without parental explanation will be considered a class cut and will result in 5 JUGs per class missed.

If a student misses any class, other than by reason of a school activity such as a field trip, retreat, or funeral, **he may NOT participate in or attend an extracurricular or sport that day without approval from the Assistant Principal.**

PUNCTUALITY AND TARDINESS

Saint Ignatius High School values punctuality and considers timely arrival to be a sign of respect to our teachers and to fellow classmates.

The school day begins at 8:00 AM with a first-period class. Students are to be seated in their classrooms when the tone sounds to start the class.

If a student arrives after 8:00 AM, he must first report to the Assistant Principal's Office, sign in and get an admit slip before going to class. The student will serve a 15-minute tardy after school **on that day** and if he arrives to the office after 8:15 AM he will serve additional time.

EARLY DISMISSAL

If a student needs to be dismissed early from school, a note to that effect is to be brought to the Assistant Principal's Office at the beginning of the school day. Early dismissal notes must include:

- **Reason for the early dismissal**
- **Phone number to verify the request**
- **Name of the doctor and/or dentist**

If a note and phone number are not provided, an early dismissal may not be granted.

Before a student leaves, he must sign out in the Assistant Principal's Office (or the office of the Principal when the Assistant Principal is not available). Students may not dismiss themselves from school for a doctor's appointment or because they feel ill. **In case of illness, students should report to the school clinic.** Students who dismiss themselves may face disciplinary action.