

## Absence/Truancy Policy & Expectations

Daily attendance is critical for a child's success in school. Going to school every day is the first step for student success. The academic calendar and school day are carefully planned to maximize student instruction. If your child is not here, they will miss opportunities to learn and grow academically, emotionally and socially. **Students missing in-person instruction risk falling behind academically which may result in the need to attend summer school. Absences are also recorded on your child's report card and will be recorded on their official transcript.**

We recognize that there are personal situations and illness. We continue to hold high standards and we ask for your help and your **communication** so your child may be most successful.

The best practice to ensure we are all on the same page is to over-communicate your situation with Mrs. Gotchet and the homeroom teacher so there is a shared understanding of why students are late or absent. If we know ahead of time before students are going to miss school, teachers can prepare the work for when they return. Work will not be sent ahead of time for students to complete.

Upon returning to school, it is the *responsibility of the student* to complete the work they missed. The policy is that students have the same amount of days to turn in their missing assignments as they were gone. For example, if a student was out for 3 days, they have 3 additional days to make up their missing work while keeping up with the new material being presented. In partnership, we ask that parents help with keeping students on track to complete their missing work on time.

If students do not complete their work in the time allotted by their teacher and they have missed over five days of school that month, an after-school study hall or Saturday school may be proposed as an opportunity for that student to come to school and receive the support they need to complete their work.

We want your child to be successful at St. Perpetua and we thank you for your cooperation with us.

When your child hits three unexcused tardies or three unexcused absences for the month, you will receive an email from Mrs. Gotchet to determine how best we can support your child attending school on time and regularly.

If we do not see an improvement and your child reaches five or more unexcused absences or unexcused tardies that month and they are not turning in their missing work, a conference will be held with Mrs. Gotchet and after-school study hall or Saturday school will be up for discussion as to which will best support your child.

### Frequently Asked Questions

1. What constitutes an unexcused absence?
  - a. Vacation
  - b. Sports Tournaments
  - c. Anything that was not shared with Mrs. Gotchet or the teachers two weeks in advance
2. What constitutes an excused absence?
  - a. Funerals
  - b. High School Tours
  - c. Testing
  - d. Medical Appointments with Doctor's Note
  - e. Illnesses
3. What is Saturday School?
  - a. On a Saturday, scheduled by Mrs. Gotchet, students would attend school for 1 hour to receive academic support from Mrs. Gotchet to complete any and all missing work, assignments, or tests.
4. What's the difference between an after-school study hall and Saturday School?
  - a. In the conference with Mrs. Gotchet, an after-school study hall will be determined if the make-up workload is not too large and would be manageable to complete in a half hour after-school.
  - b. If the workload is large and the student is deemed to be struggling academically by their teacher, Saturday school will be chosen to support the student.