

ATTENDANCE

St. Anne School meets the laws of Pennsylvania that require school to be in session 990 instructional hours and Diocesan requirements of 1001 hours. Irregular attendance, lateness, and leaving early interfere with a student's academic performance and is a distraction for the other students. Chronic attendance offenders will be reported to the Bethlehem Area School District truant officer or that district in which the student lives.

ABSENCE

On the day of the absence, parents/guardians must call the office (610/868-4182) by 8:45 AM to report the student absent. This phone line is operational 24/7 so messages may be left at any time. Follow the voicemail instructions for reporting a child absent. Please leave the student's name, homeroom, reason for absence, and homework instructions. If no notification is received a phone call will be made to verify the student's absence. The absence will be considered unexcused until proper documentation is presented to the school.

State requirements demand that a written note of excuse stating the reasons and dates of absence, signed by the parent/guardian, be presented to the teacher the day the student returns to school. Notifying the school of the student's absence by phone does not negate the necessity of this written note. The note must contain the student's name, grade and room number, and the signature of a parent/guardian. Students absent for three days or more because of illness must have a doctor's note in order to return to school. If an absent note has not been received 3 days after the student returns to school, the demerit policy will be implemented.

A student that is absent a total of 10 days, for any reason, will receive a letter stating that any further absences will require a doctor's note. This will mean a doctor's note for each and every subsequent absence.

Parents/guardians are asked to make doctor and dental appointments before/after school hours or on early dismissal days. If a student has to be excused from class during the school day, a written note from a parent/guardian is necessary.

No student may be picked up at the classroom. The parent/guardian must come to the school office and sign the student out.

No student may leave the school grounds at any time without written permission of his/her parent/ guardian and only after the permission of the Principal has been obtained.

LATENESS

A student arriving after 8:15 AM is considered late. The student must go to the school office with a parent/guardian or with a note signed by the parent/guardian explaining the reason for the lateness. The student will receive a late slip. This late slip is then given to the student's teacher. An excused lateness is considered to be: lateness due to a doctor/dental appointment, car/traffic trouble, inclement weather, or like reasons. An unexcused lateness is considered to be such things as: oversleeping, recurring car trouble, etc. Three unexcused latenesses will result in demerits being issued.

MAKE-UP WORK DUE TO ABSENCE

It is the student's responsibility to complete all academic work missed during all absences. Upon the student's return to school, the following timetable will be in effect:

One day absence- All homework, quizzes, tests, presentations, projects, etc. assigned for the day of the absence are due the day he/she returns, unless this varies from the teacher's absence policy.

Two-five consecutive days absence- All missed work is to be made up in a one-to-one timeframe. For example, if a student is absent 3 days, he/she has 3 days to make up the work. It is the student's responsibility to make arrangements with the teacher(s) in order to complete all missed work. Work not completed within this timeframe may be given a grade of zero.

Extended absences- Please contact the school office to arrange for assignments. Upon returning to school, the student must arrange with the teacher(s) to make up work and tests.

ABSENCE FOR VACATION

Parents/guardians are strongly discouraged from removing students from school for vacation (especially during midterm and final examinations and standardized testing). If after weighing the seriousness of loss of academic progress, the parent/guardian considers it necessary to request an extended absence from school for 3 or more days, the parent/guardian must complete and file a vacation absence form with the Principal at least one week prior to the absence.

MAKEUP WORK DUE TO VACATION ABSENCE

Makeup work is the responsibility of the parent/guardian and student. No teacher should be expected to provide special instruction to the student. General assignments may be given to the student before vacation. However, this may not include all of the work that was missed. This work will be given to the student when he/she returns to school. Work/tests are to be completed within the pre-approved amount of time upon the return of the student to school. Any work not completed in this time period will be recorded as a zero. The faculty will not be responsible for academic failure due to vacation absence.