2026-2027
SJS Attendance FAQ for Families

Regular attendance is essential for student success. School begins promptly each day, and students are expected to be present and on time. Please see the handbook on our website for more information.

Who should I notify if my child will be absent, leaving early, or tardy?

- Must notify front office (sjsoffice@stjosephschooltosa.com)
- Teachers (if your child is in Middle School, please notify the teaching team)

What are school hours?

- School Day: 7:55 AM - 3:10 PM
- First Bell: 7:55 AM
- Announcements & Prayer: 8:05 AM

When is my child considered tardy?

- Students must be in their classroom by **8:05 AM.**

What if my child will be late?

If your child will not be in classroom by 8:05 AM:

1. All students must check-in at the front office to receive a pass
2. Parent should either walk student in to the office or contact the office and teacher regarding late arrival

What is considered an excused tardy (TE)?

- Parent notifies the Front Office - either by walking in or emailing. Accepted reasoning includes illness or family emergency.
- Doctor's Note from appointment

What is considered an unexcused tardy (TU)?

- Student arrives after 8:05 without one of the following: parent contact (stating anything other than illness or family related), parent walking them in, doctor's note.

What is considered an excused absence (AE)?

- Parent contacts front office due to illness or family emergency.

How do I arrange an early dismissal?

- Email or call the front office (sjsoffice@stjosephschooltosa.com) and let their teacher know.
- Pick up student from the front office - all parents must walk in and sign their student(s) out using the visitor sign-in sheet in the front office regardless of if a message/phone call was made.

What if my child has an appointment and will only miss part of a day?

- Let the front office and teacher know what time student will be picked up at, we will coordinate to have your child in the front office and ready to go.
- Come in to the front office and sign your child out.
- When your child returns, bring the medical excuse.

What if we are going on vacation?

- Notify the front office (sjsoffice@stjosephschooltosa.com) and teacher(s) of the days you will be gone.
- Understand that missed work completion is determined by the teacher.

What if I am going to be late to pick up my child?

- We understand that life happens and this may be a rare occurrence, in the event that this does happen, please email or call the front office & inform the teacher. Your student will be in the front office.

- If you will be **later than 3:30 PM**, let the front office know what time you will be expected in order for us to find a staff member to stay after contracted time.

What if my child needs to go to extended care?

- Extended care is handled solely by the YMCA, SJS and the Front Office do not have any handlings on this responsibility. Please contact the YMCA directly, their contact information can be found on our website under Current Families > Before / After School Care. If you have not enrolled your child in the YMCA program, your child **will not** be able to attend extended care. Please view the website or section in Newsletter for more information.