

Attendance Policy

Regular attendance is essential to academic success, participation in school, and the fulfillment of St. Dominic School's educational mission. While St. Dominic School recognizes that students may occasionally be absent due to illness, family circumstances, appointments, travel, or other reasons, excessive absences may interfere with a student's ability to successfully participate in the educational program.

Reporting Absences

- ❖ Parents/guardians must notify the school nurse no later than 8:20 a.m. whenever a student will be absent from school.
- ❖ If a student is absent and the school nurse has not received notification, the school will attempt to contact the parent/guardian.
- ❖ If a parent/guardian fails to communicate with the school nurse regarding a student's whereabouts for three (3) consecutive school days, the school may contact appropriate authorities to conduct a welfare check and ensure the student's safety.

Recording Absences

- ❖ All absences are recorded as "absent" (there is no distinction between excused and unexcused) regardless of the reason, including but not limited to illness, medical appointments, family events, extracurricular activities, vacations, or travel.
- ❖ A written note must be presented upon the child's return to school with the following information: child's name, grade, date of absence, reason for absence, and signature by a parent or guardian. If any student is absent for four or more days, a doctor's note must be presented to the school nurse. Any contagious disease must be reported as soon as diagnosed.
- ❖ Excuses from physical education will be granted only upon a written statement from a parent/guardian. Excuses from physical education for a long term illness must have a written statement from the child's physician. In the event of an extended absence for illness is necessary, parents must contact the school for arrangements for necessary classwork, assignments, or home instruction.

Missed Work

- ❖ Teachers are not required to provide assignments, tests, projects, or instructional materials in advance of planned absences. Students are responsible for obtaining and completing missed work upon their return to school. Parents assume the responsibility of teaching the material their child missed while on vacation.
- ❖ Exceptions for extended medical absences or extraordinary circumstances may be approved by the Principal. Any modifications to instructional requirements or grading expectations must be approved by the student's teacher and Administration.

Attendance Review Process

- ❖ A student who accumulates twenty (20) absences during a school year without prior administrative approval or an attendance modification agreement will receive written notification that the student is on attendance probation.
- ❖ A student who accumulates twenty (20) absences during the school year, without approved extenuating circumstances and a written attendance modification agreement may be subject to one or more of the following:
 - Attendance probation- limits to participation in school events/activities
 - Academic intervention requirements

Attendance Modification Agreements

- ❖ The School recognizes that certain students may experience significant medical, psychological, family, or other extraordinary circumstances that impact attendance. In such cases, parents/guardians should communicate proactively with school administration and seek an attendance modification agreement.
- ❖ The principal may approve a written Attendance Modification Agreement outlining attendance expectations, documentation requirements, academic accommodations, and conditions for continued enrollment.
- ❖ The School reserves the right to determine whether it can reasonably meet a student's educational needs in light of chronic or excessive absences while maintaining its educational program and meeting the needs of the broader school community.

Graduation Requirements

- ❖ Students in grade 8 who accumulate twenty (20) or more absences without approved extenuating circumstances and an Attendance Modification Agreement may be required to complete additional academic requirements or other conditions established by the Administration in order to be eligible for Graduation and the issuance of a final transcript.

Tardy and Truant

- ❖ Punctuality is very important in the education of a student. A student who is late must sign in at the office with a parent/guardian present before reporting to homeroom.
- ❖ **Students must be in their homeroom BY the 8:40 A.M. bell.** Disciplinary consequences may be issued to students who are habitually late. Students who are not in school or who are tardy without parental or school consent will be considered truant. Truancy will be considered a serious offense.