

Attendance

Excessive absences affect student performance. In an academic setting like St. Francis Xavier School, students must remain current in their studies. This can only be accomplished by attending all class sessions; therefore, removing students from school for ski trips, vacations, etc., is contrary to school policy.

Please note the following points of communication from the school to the family if/when the following instances occur:

- Attendance warning letter is issued from the school to the family upon the sixth absence from school.
- Second attendance warning letter and attendance contract from the school to family issued upon the twelfth absence from school. Additionally, a conference between the family and the principal will be scheduled.
- Final attendance warning from the school to the family is issued upon the 18th absence (10% of school days). Review of re enrollment and review of attendance contract will occur at this time.

Students, who are absent 18 or more days (10% of the school year), may not be promoted to the next grade. Every fourth unexcused tardy will be considered one day of absence and will be counted as such. Excused tardiness would be a doctor or dentist appointment verified by a note from the medical office to the front office.

In case of illness these procedures should be followed:

A call to the school nurse to inform her of the child's illness should be made before 8:15 am. A message may be left on the Telephone Voice Mail System. Dial 602-266-5364 press 1.

- A student shall be in class for at least two hours to be considered in attendance for one half day. A student shall be in class for at least four hours (PK8) for a full day.
- When a child returns to school after being absent, a written excuse must be brought to the school nurse the day the student returns. It is not enough to have called in an absence to the nurse, though this should also be done. A written note is state-mandated.
- A visit to the doctor or dentist constitutes an "excused" absence or tardy. If possible, the child's teacher should be informed the day before the appointment. To be dismissed from school for an appointment, a student must present a written excuse to the teacher. Parents must sign out the child at the office. When a child is absent more than a week

from school because of an illness, she or he will need to provide a note from a doctor for the absence to be excused.

- Families leaving for an extended period must notify the office in writing in advance of the dates of an absence.
- A student returning after an absence will have the same number of days he/she missed to hand in the missed assignments. Long-term projects are due on the assigned date. It is the responsibility of the student to obtain the assignments from the teacher.
- A student who misses a test must make arrangements for makeup the day of his/her return. The student may be required to take the test the day of his/her return.
- Parents who are leaving and placing their children in the care of another adult must inform the office in writing of this temporary assignment of guardianship. For example, a business trip or vacation days away from their children.
- In compliance with Arizona law, a child is considered habitually truant after 5 absences within the same school year, and excessively absent if they miss more than 10 percent of total class time. (ARS 15901)

Tardiness

Tardiness is a serious matter since it affects not only the tardy student but also other students. Tardiness reflects an attitude that is inconsistent with St. Francis Xavier School's pursuit of excellence and emphasis on the whole child. Tardiness also represents a lack of regard for education and a lack of cooperation with the school.

It is imperative that all students be present for Pledge and Prayer as this is the time where common patriotism and our Catholic identity are reinforced. It is also the time when important announcements are made including sports and extracurricular activities. It is a time for prayer and special intentions making it an inherent, key part of a Catholic student's day.

- The school day starts at 8:05 A.M
- Roll is taken promptly at the 8:05 am bell. A student is tardy if arriving to the classroom after the bell rings at 8:05 am, before Pledge & Prayer. (Teachers may require students to be in their seats at the bell.)
- A student is marked absent for a half-day if arriving after 11:00 am.

- Parents must send a note explaining any arrival after 8:05 am (Diocesan Attendance Policy 4.03A.12 requires that a written explanation of tardiness be retained on file for one year.)
- Students are to sign in at the office and obtain a pass from the front desk if arriving after 8:05 am. Students who arrive during pledge and prayer are retained in the office until it is complete.
- Five (5) tardies are equal to one unexcused absence and will be recorded as such.