

# ATTENDANCE

**Absences:** Students are expected to be present each day for every period including homeroom. If a student must be absent, a parent or guardian is required, by law, to inform the Associate Principal's Office (Attendance number is 419-214-3300.) The safety of our students is of utmost concern. Failure to provide proper notification of an absence before 9:00 a.m. on the day of the absence may result in an unexcused absence. Students must be present for at least half of their classes if they wish to attend or participate in any extracurricular activities.

If an absence remains unverified, a note stating the reason for the absence, the date of the absence, with a parent or guardian signature is required upon the student's return to school. Failure to present this note may result in disciplinary action.

## **Excused Absences:**

- 1) Student Illness (if absent for 3 or more days, a written statement from medical professional is required)
- 2) Illness in the family necessitating the presence of the student.
- 3) Quarantine of the home
- 4) Death of a relative

## **Excused Absences Requiring Prior Approval:**

- 1) Medical or dental appointment (written statement from medical professional required upon return)
- 2) Observance of religious holidays
- 3) College visitation
- 4) Other events deemed by the AP to be of educational or developmental value

Approval may be obtained by completing a Personal Absence Form located in the AP Office. This form requires a parental note, teacher signatures, AP approval and must be completed no less than one week prior to the absence.

An excused absence entitles the student to make up tests, homework, etc. at the convenience of the teacher. Absences for reasons not listed as excused will be deemed unexcused. An unexcused absence forfeits the student's right to make-up tests, homework, etc. at the discretion of the teacher. JUGs and/or service hours may be assigned for unexcused absences.

Excessive absences for any reason create a hardship for the student involved. Any student who misses in excess of eight classes in a single semester, whether the absences are excused or unexcused, may lose credit on the dates of additional absences. The student may be placed on attendance probation, which will specify the terms for continued enrollment.

**Lateness:** Students not in their classroom by the start of morning prayer must email the Principal's Office and their current teacher upon arrival. To accommodate for the unavoidable occasions of lateness, three lates are permitted per semester. All subsequent lates, other than verified medical appointments, will be deemed unexcused and will result in disciplinary action.

**Early Releases:** Students are not permitted to leave the school building without properly notifying the Principal's Office or the Nurse's Office. In the case of an illness, the nurse will notify a parent directly. If a parents requires for their student to leave early, a note/phone call/email from his parent/guardian is needed to excuse him. He will receive an email from the Principal's Office indicating the time of departure and will be allowed to leave class at that time. He may exit the building through the main entry only. Failure to follow this procedure will result in disciplinary action.

**Vacations:** St. John's Jesuit strongly discourages the scheduling of vacations or family trips

during class time. Approval for vacations will never be given when these days fall on semester or final exam days, or within ten days of the end of the school year. If an extended absence has to be scheduled during class time, a parent must contact the AP at least one week prior to the absences. All work to be done must be prearranged with each individual teacher and completed within three days of his return. It may also be necessary for some work, quizzes and tests to be completed prior to the absences at the discretion of each teacher.

**College Visitations:** Juniors & Seniors are permitted three college visitation days. Pre-approved college visit days will be counted as excused absences. The stipulations are 1) they must be before April 15th and 2) they must be approved by the College Counselor and the Associate Principal at least one week beforehand. Though excused, these days are considered absences on the attendance record.