



St. Anthony Absence/Tardy Policy

Absence Policy

Reporting Absences

A parent/guardian shall contact the school to report a student's absence. If a child is absent, **St. Anthony School requires the parent to either call (574-233-7169), email (attendance@stasb.org), or send a written note with a sibling to the school office by 8:45am to report the absences.** Absences will not be excused and the student may be considered truant if this procedure for reporting an absence is not followed.

Prolonged Absence/Contagious Diseases

If a student is absent for **five** consecutive days due to illness, a physician's statement **will** be required in order for the student to return to school. Students should not return to school sooner than 24 hours after the breaking of a fever or the last vomiting event. In the event of a contracted contagious disease, a physician's statement **may** be required in order for the student to return to school.

Excused Absences

- Illness of the student (with call, email, or written note)
- Funerals
- Medical and legal appointments – such appointments should be scheduled after school hours when possible
- Out-of-school suspension (Make up work is NOT accepted)

Unexcused Absences

- No parent contact with the school giving an explanation for the absence on the day of the absence
- No physician's note to excuse an absence once more than 5 days of absence have occurred
- Family vacations

Participation in Extra-Curricular Activities

Students must be in attendance in school on the day of a practice, game, or activity meeting in order to participate for that day.

Tardy Policy

Students are considered to be tardy if they are not in the building by the 8:00am bell.

- If a student is going to arrive later than 8:00am, parents/legal guardians must call the office to advise school officials.
- Tardies will only be excused if the student presents a note from a medical or dental office for a morning appointment. All other tardies will be unexcused.
- A student arriving after their scheduled lunch time will be considered absent for the morning session.
- After the 5th unexcused tardy, the school will contact the parents/legal guardian. Failure to resolve the problem at this point will require further intervention by the school to ensure timely attendance.

- Teachers are not required to provide students with makeup work if the tardiness is unexcused.