

# STUDENT/PARENT RESPONSIBILITY AND STUDENT CONDUCT GUIDELINES

## Attendance

**Beginning on the very first day of school, punctual, regular attendance is of prime importance to the development of a conscientious and prepared student.** It is strongly recommended that parents emphasize this importance by keeping children home for serious reasons only and by training children to be punctual.

## Absence

If, for any reason, a student is absent from school, **parents must call the school office (508) 674-9131 by 8:30 a.m. to report the absence and reason.** If the office is not notified, a parent/guardian will be contacted to verify the absence. If no verbal contact is made, **the child must bring a note from home stating the cause of the absence.**

**\* A student who is absent five or more consecutive school days is required, by state law, to have a doctor's note.**

Students are required to make up all class work and homework missed in all subjects because of the absence. Make-up work needs to be completed within a time equal to that of the absence. (i.e. 1 day absent – 1 day to complete, and etc.) Please be sure to check your specific teacher's homework guidelines.

**Students who are absent may not attend any extra-curricular activity, including school dances or sporting events scheduled on the day of the absence. If there are extenuating circumstances requiring the absence, please notify the Principal and an exception to the rule may be possible.**

## Vacations

**We request that family vacations should only be scheduled during designated vacation times noted on the school calendar.** Vacation time taken during school time interferes with the progression of learning material and the student's understanding/mastery of subject matter being taught. It is very difficult for teachers to determine what material will be covered or assigned as homework in any subject a week in advance. **Teachers cannot provide class work and homework for vacation time taken during scheduled school time.** Please refer to your specific teacher's classroom homework/grading policy.

## Tardiness

**Students who arrive at school after 8:05 a.m. are considered tardy.**

**Due to unforeseen or extenuating circumstances, students will be allowed one tardy a month without consequence.** Ms. Chippendale will monitor the lateness of all students and if tardiness is considered an issue (more than 3 in a month without reason), a meeting with Mr. Flanagan and/or Fr. Williams will ensue.

## Medical/Dental Appointments

Parents are asked to schedule medical, dental, or orthodontic appointments outside school hours. When there are no other alternatives and appointments must be scheduled during school hours, parents need to give written notification to the classroom teacher, a day before the scheduled appointment, when possible. You may pick up your child at the school office.

For safety and liability reasons, the school will not permit students to walk to medical or dental appointments during school hours. All students leaving for an appointment, and/or returning to school after an appointment, during school hours must be signed in/out by a parent, guardian or an authorized adult listed in the student's file.