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ATTENDANCE POLICY

Regular attendance is essential to a student's success in school. Students are expected to be present and on time each day. Absences and tardiness interfere with student's progress and may establish undesirable habits. Being absent or tardy several days of class is detrimental even to the strongest student and causes additional hardship to the teacher.

Except as provided by Texas Educational code 25.092, a student will not be given credit for a class or the school year if the student has been absent for more than 10% of the school year, which is 19 or more absences of the 180 required school days, without an excused absence.

Classes are in session from 7:50 am to 3:10 pm. Dismissal time for early release days will be 12:00 pm. Supervision of students begins at 7:30 am. Although students are allowed in the school building earlier, the school will not assume responsibility for their supervision and they will not be allowed in classrooms before 7:30 am. All students must enter and exit the building from the back parking lot. At end of day, students will dismiss through the doors in the gym.

Parents are expected to pick up their children at dismissal time. Students are not allowed to stay in the school building after dismissal, and the school will not assume responsibility for their supervision. All students not picked up by 3:30 pm will be sent to After School. On early release days students not picked up by 12:30 pm will be sent to After School. If students go to After School, parents are responsible for expenses incurred for this service.

Under no circumstance should any child be left alone on the school/church grounds of St. Philip.

This applies to school days and non-school days. It is the responsibility of the parent/guardian to make sure that a faculty member is in the building and that he/she is informed that a child is being left on the campus after 3:35 pm. All students left in the building will be sent to After School. You will be sent a bill each week.

A parent/guardian commits an offense of thwarting compulsory attendance if a child has unexcused voluntary absences on 10 or more days or parts of days within a 6 month period. **Students who arrive after 10 am or leave before 1:00 pm are considered absent for one half day.**

ABSENCE

Parents are to call the school office to report absences by 9 am. Work may be requested via phone call or note to the teacher. Homework may be picked up in the office after 3:10 pm. The principal may require a statement from a physician or health clinic verifying an illness or other condition requiring the student's extended absence from school. When the student returns to school, a note signed by the parent must be presented to the office and homeroom teacher.

It is the student's responsibility to see the teacher and make arrangements to make up assignments within a reasonable time. Assignments and homework are generally given one day to complete for each day of absence.

A child may be excused for temporary absence, resulting from any unusual cause acceptable to the principal. The temporary absence may be the result of, but not limited to: 1. personal sickness; 2. family emergency; 3. religious holy day; 4. school sponsored trips. Dentist and doctor appointments should be made outside school time, whenever possible. Arrangements for family trips or vacations must be prearranged with the principal. Parents are strongly encouraged to arrange family trips outside the scheduled school days.

A student who has been absent for more than 10% of the school year (10 unexcused days in a 6 month period) may be considered grounds for suspension, retention, summer school, or dismissal. The student and the family will meet with the Principal of St. Philip School and the Director of Schools to request a waiver of the regulation and the conditions for continued enrollment of the student. Decision on promotion and/or placement of the student will be conditional on the completion of the plan for continued enrollment and the minimum requirements for regular attendance.

PERMISSION TO LEAVE SCHOOL

Students are not allowed to leave the school premises during the school hours without the permission of the Principal. Violation may result in suspension. If, for serious reason, a student must leave school during the day or before dismissal time, a written request from the parent should be presented to the teacher before hand. In these cases, students must be officially signed out of school in the office by the parent in a special book prepared for that purpose.

Students walking to and from School must have their parent's permission to do so and this permission must be in writing on file in the Principal's office.

TARDINESS

A student is tardy if he/she arrives after 7:50 am. Five tardies, regardless of the reasons, count as one day of absence.

STANDARDIZED TESTING WEEK

During Standardized testing week no appointments of any kind should be scheduled. Attendance and punctuality is a must! A student who arrives after testing starts will not be allowed into the classroom until the classroom door opens.

SEVERE WEATHER/SCHOOL CLOSING

In case of severe weather conditions, St. Philip the Apostle Catholic School will in most cases open and close according to the decision of the Dallas Independent School District. In some cases, the Principal might make the decision that the school will open either 2 hours late or not at all. Please listen to Channel 4, Channel 5 or go to the school website and facebook page for severe weather related announcements.