

# Parents/Guardians of Blessed Sacrament School

As educators we are uniquely aware of the vital role attendance plays in the quality of learning for our students. A number of scheduled breaks are built into every school year calendar to provide time for families to gather for holidays and vacations. With these thoughts in mind, we want to reiterate some policies and procedures regarding attendance that must be followed at Blessed Sacrament School to secure a proper educational experience for our students.

First and foremost, we are aware that extenuating circumstances may arise during the school year. Please contact the principal in such a case. Following are major areas we need to bring to your attention.

- **Absences (daily)**
  - A parent/guardian must phone school by 9:00 a.m.
  - State the student's name, grade, reason for absence, and day-time contact info.
  - Absences not explained within 24 hours of the absence will be considered unexcused.
  - Excessive absences (excused and/or unexcused) will be referred to the District Truancy Officer.
  
- **Appointments**
  - We encourage you to schedule appointments prior to or after the school day.
  - Appointments must be either phoned in by a parent/guardian or a note presented to the main office.
  - Examples of appointments that will be excused: medical, dental, orthodontist, counseling, funeral.
  - Examples of appointments that will be considered unexcused; haircuts, dress fittings for graduation, nail appointments, etc.
  - Again, excessive absences (excused and/or unexcused) will be referred to the District Truancy Officer.
  
- **Pre-Arranged Absences**
  - Absences for family vacations, or other extended leave issues) must be taken care of 5 days (or more) prior to the extended absence.
  - A Prior Approval Form (sample enclosed) must be obtained from the main office. In order to obtain this form, a parent/guardian phone call or note must be presented.
  - The form itself is self-explanatory, form must be completed **AT LEAST 5 DAYS PRIOR TO THE ABSENCE.**
  - Failure to comply with this process could result in the absences being unexcused.
  
- **Tardiness to School**

- Bus transportation is provided for several school districts and students are expected to arrive to class on time, and be in their assigned seats and ready to learn everyday of every class period.
- Tardy students will face consequences either from the classroom teacher or the principal.
- Excessive tardiness will also be referred to the District Truancy Officer
- All students from grades K-8 are expected to be in their home rooms no later than 7:45 a.m.

The attendance policy at Blessed Sacrament School follows guidelines in place by the State of New York regarding mandatory student attendance in school. Please do not hesitate to contact either the principal to discuss any other concerns you may have.

We look forward to seeing all students in school, on time, daily.