

ST. JAMES/SETON SCHOOL ATTENDANCE PROTOCOL

For purposes of Nebraska Law LB800, the St. James/Seton School Assistant Principal is designated as the School Attendance Officer.

1. Any child who is absent for more than two (2) days (or the hourly equivalent) during a calendar month shall be included in the Excessive Absenteeism Monthly Collection reported to the Nebraska Department of Education. This includes all excused as well as unexcused absences, all tardies, and time used during the school day for appointments whether arriving late, leaving early, or leaving during the school day and then returning to school.

*NOTE When a child is absent, it is necessary that the school be informed of the reason for the absence, tardy, or appointment. That information must be reported to the Nebraska Department of Education and the County Attorney.

2. When a student accumulates fifteen (15) absences (or the hourly equivalent) during the year, the School Attendance Officer shall send a letter to the parent/guardian notifying them that should their child exceed twenty (20) absences, the County Attorney will be notified.

3. Depending on the nature of the absences, interventions may be taken by the school that might include, but are not limited to, the following: meetings with the parent/guardian; educational counseling, educational evaluations, student assistance team meetings; an/or investigation of the truancy problem.

4. If a child exceeds twenty (20) absences (or the hourly equivalent) during the school year, the County Attorney will be notified of the child's absences, tardies, suspensions, and days truant.. The County Attorney may file a complaint against a person violating the compulsory attendance law before the judge of the county court in which the person resides charging such person with violation of the law.

A student who exceeds twenty (20) excused and/or unexcused absences during the school year may not be eligible for promotion to the next grade level at the discretion of the St. James/Seton School administration. A written notice will be sent to parents/guardians of students in danger of not being promoted due to excessive absences.

Any student who is habitually absent or absent for an extended period of time (excused) will be placed on incomplete status until the schoolwork is made up to the satisfaction of the teacher(s) and administration. Work not made up in the allotted time frame will be subject to failure status. Habitual absences can result in administrative action to include possible suspension or removal from St. James/Seton School. A student who is absent for more than 5 days continuously, because of family crisis or illness, must make special arrangements with the teacher(s) and school administration for completion of the work.

Homework Requests

A student who is absent is required to make up all assignments missed. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. The parent/guardian must notify the school office by email or phone by 9:00 am if they wish to have homework sent home with a sibling or another student. The office will then notify the classroom teacher. Homework will be available at the front desk after school is dismissed. Teachers will not be able to make homework available prior to the end of the school day.

When a student is absent, he/she will be expected to complete missed homework in two day's time for each day absent. Occasionally, the allotted times for homework assignments may be extended or altered by the teacher or principal.

Makeup assignments and tests are the student's responsibility. Each teacher will have a policy for late work not returned. This policy will be communicated to the students at the beginning of each school year.

TARDINESS

Tardiness is the absence of a student in the assigned classroom at the time the regularly scheduled session begins provided that the student is in attendance before the close of the session. It is a reasonable expectation that in order for a learning activity to exist, each student must arrive to class on time. Students are expected to make up all time missed from learning.

A student who is tardy to school or to class, not only places his/her own learning in jeopardy, but also interrupts the learning of other students. The SJS school day begins at 8:00 a.m. for all students in Grades Kdgn. through Eight. A student arriving at their assigned classroom after 8:00 a.m. will be considered tardy. Students arriving after 8:00 a.m. must report to the school office in order to obtain an admit slip into their classroom or homeroom.

If there are some extraordinary circumstances for a student being tardy, please contact the principal or assistant principal.

The amount of time that a student is tardy is documented, calculated, and reported as described in the Absences section of this document.

In cases of excessive tardies, a school administrator will contact a parent or guardian to discuss the situation and possible remedies. Examples of possible age-appropriate consequences may include but are not limited to: making up school minutes missed, after-school written paper, discussion with school counselor, detention with the child's teacher, administrative detention, administrative conference with parents and student, referral to student assistance team, restriction of student's school privileges, and in-school suspension. (See Appendix for further explanation of consequences.)

Extreme cases of a student being excessively tardy, as determined by the school administration, may result in the following:

- Mandatory parent/guardian meeting held with the school administration and Parish Pastor to determine possible alternative school placement.

- Out-of-school suspension with the recommendation to the Pastors that the child's attendance at St. James/Seton School be terminated. Parent/Guardian called, with follow-up written documentation sent, records sent to Douglas County Attorney's office when applicable. Public school notified of the child's termination of attendance at SJS.