



# GUERIN CATHOLIC HIGH SCHOOL ATTENDANCE POLICY

## FAMILY HANDBOOK PAGES 34-36

Daily attendance of each student is essential to success at Saint Theodore Guerin High School.

- The development of the whole person is an essential part of Catholic Education. When students are not present at school, they are unable to share their gifts or experience the gifts of the greater community. This is what makes Catholic education uniquely different and what makes attendance at school of great importance at Saint Theodore Guerin High School.
- Every absence, whether excused or not, interrupts the student's understanding of the material being presented. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

### COMMUNICATION

Communication between the parent or guardian and school officials is essential in supporting the needs of the student as well as the school's attendance policy.

- If a student will not be attending school on a given day, parents should call the school at **(317) 660-0404** or **(317)582-0120 Ext. 221** by 9:00 a.m. for the absence to be considered excused (or exempted).
- School officials will attempt to contact parents by 11:00 a.m. if no phone call is received.
- Every effort should be made to schedule appointments outside of the school day.

### ABSENCE PROGRESSION POLICY

#### Trimester – Per Class

- 1st absence thru 3rd absence in a given class – If excused, no effect or impact on the course
- 4th absence – Attendance Officer will attempt notification of absence count sent home regardless of whether absences are considered excused or unexcused
- 6th absence - When a student accumulates six absences in a course, the attendance record is reviewed by the Attendance Officer and Assistant Principal of Student Services. After review, an attendance meeting may be held with the student, parent(s)/guardian(s), and Assistant Principal of Student Services. This meeting may result in mandatory study tables, Saturday School, forfeit of course credit, or withdrawal from Guerin Catholic High School.

\*Note: Parents and students are responsible for keeping track of student absences on GC Gateway.

*August 2024*