

ABSENCE

When a child is to be absent, the parent/guardian should call the school office (699-1311) by 8:30 A.M. For your convenience you may leave your message on the answering machine before the office opens. Emails may also be sent to Patty Bauchle (pbauchle@nativity-mn.org) to indicate the absence of a student. If a call or email is not received, the school office will call the parent. If the parents cannot be reached at home, the parent's work number will be called. This will be the procedure for each day the child is absent.

ABSENCE AND TARDINESS

A written note by the parent or guardian must be presented to the homeroom teacher following absence or tardiness. Planned absences (family trips, e.g.) should be anticipated and notification should be given to the homeroom teacher and the principal in advance of the absence. The office should be notified by phone call (message) or email (pbauchle@nativity-mn.org) if a student is going to arrive later than the bell to begin classes (i.e. medical & dental appointments, etc.). Students arriving late are expected to check in at the front office upon arrival. Students who do not provide a written note from a parent explaining their tardiness will be marked with an unexcused tardy. Middle school students will receive a level 1 detention on their 3rd unexcused tardy. The count will start over after a detention is served. A student will receive an unexcused tardy if he/she is not to school on time and does not have a note of explanation from a parent *or* if the student is not seated when class begins.

Parents are encouraged to plan family vacations according to the vacation days presented in the school calendar.

EXTENDED ABSENCE

When a student is absent for an extended length of time (5 school days or more) it is the responsibility of the parent/guardian to notify the homeroom teacher and school office of the extended absence. Upon such notification the homeroom teacher will be responsible for notifying all other teachers (of that child) of the absence.

EXCESSIVE ABSENCE

A student who misses ten or more days per trimester may lose academic credit for that trimester. Exemptions based upon serious family or medical reasons may be made by the principal. A student may be required to attend summer school to fulfill their academic obligation to be promoted to the next grade level.

EMERGENCY DISMISSAL POLICY

If school is forced to close early due to inclement weather, it will be announced on WCCO 830 radio and posted on the school's website www.nativity-mn.org. The school will also send out an electronic communication to all school families. Considerations for early closing include road conditions as they effect driving. Parents should make arrangements with children prior to any emergency so children do not go home to an empty house.

In the event that severe weather occurs at dismissal time, children will be kept at school until they are picked up by parents, designated persons, or until weather permits dismissal. Parents may call the school at 651-699-1311 if they are unsure on these days.

ABSENCES AND EARLY DISMISSAL POLICY

A written request from the custodial parent/legal guardian will be required for a student to leave school prior to dismissal times. The request should indicate the reason(s) for early dismissal as well as the identity of the person who will pickup the student from school.