

## St. Bonaventure High School Basic Procedures 2016-2017

This single sheet lists a few basic procedures – **for all policies and procedures, see the Parent/Student Handbook, available in print at the start of the school year and also online at [www.saintbonaventure.com](http://www.saintbonaventure.com).**

### Tardies –

When a student is tardy to school, he/she must report to the attendance office. Parents are asked to call or send a note when a student is tardy to school.

### Absences –

When a student is absent all day:

- Parent/Caregiver must call the school between 8 and 9 am on the morning of the absence.
- Student is not allowed to attend any after school or evening practice or activity on the day of the absence.
- Student must bring a note with date of absence and reason for absence, signed by parent/caregiver, on the day the student returns to school.
- **If a student is going to be absent for an extended period (such as a planned trip), the parent must submit a written request to the Principal to excuse the absence, preferably two weeks prior to the absence.**
- If student is to be absent for 3 days or more, arrangements must be made with school for homework; homework can be obtained by utilizing the online parent access or by contacting teachers through e-mail.
- Student must complete missed assignments/tests within three days of returning to school.

No “ditch days” are allowed or sanctioned by the school.

### Leaving school before the end of the school day –

When a student has an appointment:

- Student should bring a note listing date and requested time to leave school, signed by parent/caregiver, to the attendance office before school; student will be issued a “Permit to Leave” at the requested time.
- Parents/Caregivers are asked to make every effort to schedule after school appointments.

When a student is ill:

- Student **must come to the office** to contact parent/caregiver; office staff must speak directly to parent/caregiver before issuing “Permit to Leave”. Students who are sent home sick or who miss more than three periods in one day are not allowed to attend after school or evening practices or activities.