

## THE SCHOOL DAY

**(TK) Transitional Kindergarten Full or Minimum Day:** 8:00 a.m. - 11:00 a.m.

**Kindergarten Full Day:** AM Class ~ 8:00 a.m. - 11:00 a.m. / PM Class ~ 12:00 p.m. - 3:00 p.m.

**Kindergarten Minimum Day:** AM & PM Class ~ 8:00 a.m. - 11:00 a.m. (with the exception of the first week of school)

**Grades 1 – 8 Full Day:** 8:00 a.m. - 3:00 p.m.

**Grades 1 – 8 Minimum Day:** 8:00 a.m. - 12:00 p.m.

### **DAILY SCHEDULE:**

Bell for beginning of school day (gr. 1-8)	8:00 a.m.
Transitional Kindergarten	8:00 a.m. - 11:00 a.m.
Kindergarten morning session	8:00 a.m. - 11:00 a.m.
Kindergarten afternoon session	12:00 p.m. - 3:00 p.m.
Morning Recess (grade 1 - 4)	9:45 a.m. – 10:05 a.m.
Morning Recess (grades 5 - 8)	10:30 a.m. - 10:50 a.m.
Lunch Break (grades 1 - 4)	11:40 a.m. - 12:25 p.m.
Lunch Break (grades 5 - 8)	12:30 p.m. – 1:10 p.m.
Dismissal (grades K p.m. - 8)	3:00 p.m.

### **OFFICE HOURS**

The school office is open Monday through Friday ~ ~ ~ 7:30 a.m. - 3:45 p.m. on full school days.

### **ARRIVAL**

Students may be on campus at 7:40 a.m. Earlier arrivals must go to Extended Care. Students requiring additional supervision should be enrolled in the Extended Day Care Program. Any child(ren) on the school grounds before 7:40 a.m. will be sent to Extended Day Care and the parents/guardians will be billed for this service. You will be notified in advance if there is to be a change in the schedule.

### **DISMISSAL**

- All students must be picked up promptly, using the “safety loop”, after school unless they are to remain for athletics or other supervised activities. After 20 minutes, students will be sent to Extended Day for supervision and parents will be billed accordingly.
- If children are in an athletic program and must remain for practice or a game, they will be under the supervision of the coach involved. However, siblings of those students cannot and will not be supervised by the coaches. Therefore, we require they be enrolled in the Extended Day program (with prior arrangements having been made with the director) for the period of time that the activity requires. There is a charge for this service.
- Students are forbidden by school policy to leave the school grounds once they have arrived at school. If it becomes necessary for a student to leave for any reason, he/she must have the permission of the principal. Once a student arrives at school, the school becomes liable for the safety and well being of the student.
- Children are to remain in uniform when leaving school.
- Custody and release of minors: it is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes and arrangements.
- Students riding public transit are to act in a proper manner at all times as they represent St. Rose School.
- In the case of early dismissal i.e. dental or doctor appointment, a student will NOT be released from class early without prior written notice from the parent/guardian. The notice will need to include the person’s name of who will be picking the student up for early dismissal.

## **ATTENDANCE**

Regular attendance is compulsory. We strongly recommend that all vacations and pleasure trips be scheduled during school vacation days and not during scheduled school days. If the student(s) is/are absent due to a non-school vacation, the student(s) will be expected to make-up their missed assignments when they return. Assignments will not be available prior to leaving on non-scheduled vacations. If a student is absent due to illness, homework may be picked up after school in the school office, providing notification has been received from the parent prior to the end of that school day.

- Children who are not feeling well before leaving home in the morning should not be sent to school that day, as they cannot do school work and frequently spread germs.
- Thirty days absenteeism during a school year may constitute reasonable cause for retention. When work has been made up, report cards may be distributed. This may also be interpreted as 10 days per trimester.
- In order to meet requirements for promotions, class work missed because of absenteeism (or its equivalent substituted by the teacher) must be completed satisfactorily. Please refer to classroom teacher.
- State law requires a written excuse whenever a child is ABSENT OR TARDY. **A phone call does not take the place of a written excuse. Make sure your child brings a dated excuse to the teacher when he/she returns to school.** A child is marked tardy when he/she arrives after the 8:00 a.m. morning bell. In the event of being tardy five times in a trimester, a notice will be sent to parents/guardians and further action will be taken if the situation does not improve. Tardiness or absence due to dental and medical appointments when absolutely unavoidable is permitted. A note must be sent to the teacher the day preceding the appointment. Telephone calls are not a substitute for the note. When the student returns from the appointment, the parent/guardian must use the sign-in book located in the school office.
- Written excuses are filed for reference until the end of school. The principal will investigate excuses of a doubtful nature. Frequent and/or Unexcused absences can be a reason for dismissal.
- As a safety measure, any child leaving school must wait in the classroom until notified to come to the office on arrival of a parent/guardian, who will then sign the early dismissal register. If the student returns to school again that day, he/she must report to the office first. In cases of emergency, the school secretary will notify the teacher.
- It is the responsibility of the parent/guardian to call the office if their child(ren) is not going to be in school for any reason. For your convenience, an after school hours voicemail is available and a message may be left regarding absenteeism.
- Teachers will notify the office of any absence by 8:30 am. For the safety of your child, we will telephone you if we haven't heard from you. This is important. We must verify all absences.

**IF A STUDENT DOES NOT ATTEND SCHOOL ON A PARTICULAR DAY, THAT STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITY SCHEDULED THAT SAME DAY, i.e. athletic games, class parties, field trips, etc.. Please check with the principal regarding specific exceptions.**

## **TARDINESS**

Students who are tardy for any reason, are to report to the office and obtain a tardy slip before being admitted to class. Excused tardiness will be given for professional appointments and a slip must be brought into the office upon the student's return to school. Other situations may also be considered excused and are left to the principal's discretion.

- Students will be considered tardy if not in class/morning assembly by 8:00 am, when attendance is taken.
- Students arriving late must have a written note or will be considered to have an un-excused tardy.
- Students not present before 11:30 am will be considered 1/2 day absent.

## **MEDICAL-DENTAL APPOINTMENTS**

Appointments during school hours are to be kept to a minimum. If it is unavoidable the child MUST be signed out and back in at the school office.