



SCHOOL HOURS AND ATTENDANCE

SCHOOL HOURS

The school day for St. John students (Grades K-8) will be from 7:55 a.m. until 3:10 p.m., with the first bell sounding at 7:55 a.m. School is dismissed on Fridays at 2:30. Daily school liturgies start at 8:10 a.m. Parents are responsible for securing supervision for their children before and after school. Children K-8 are to be dropped off in the gym before school. Please do not walk your children to the classrooms, the teachers will come to the gym to pick up their classes. Children dropped off before 7:30 will be supervised by the Childcare program and assessed a \$5.00 per day fee. Children not leaving school immediately after dismissal will be sent to the childcare program and must be signed out when picking them up.

ATTENDANCE

Student absence from school is justifiable in the following cases:

1. Hospitalization with documentation from medical staff
2. Illness with documentation from parent or guardian
3. Planned vacation with prior notification of teachers
4. Funeral
5. Doctor visit with note from doctor for illness longer than three consecutive days.

If a child is absent from school, parents are to notify the school each day by phone before 8:30 A.M. You can email the office or the child's teacher - emails are on page 5. An answering machine is in operation if a parent wishes to leave a message before or after school hours. When returning to school a student must have a written note from the parent.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

Students who are absent from school because of illness will not be allowed to participate in any extra-curricular activity (i.e. sporting event, musical program) after school or that evening.

Parents are encouraged to schedule trips, or family outings, when they will not interrupt a child's learning process. Missed assignments are the student's responsibility. Students who are absent have one day for each day of absence to make up the missed assignments, quizzes, or tests. Teachers are not required to give tests or assignments in anticipation of a vacation. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. Tests must be taken within one week of the original test date.

The number of unexcused absences is not to exceed five (5) days per quarter or 20 days per school year. Five (5) unexcused absences will require a report to the Cass County Attorney. The Diocesan policy regarding absences: If a student is absent beyond 30 days in a given school year, he/she should be considered for retention should his/her school work fall behind.

APPOINTMENTS

Students leaving for appointments during the school day. Please let your child's classroom teacher and the school office know in advance. (emails are on page 5). Adults picking up the students must check the student out in the school office and check them back in upon their return. Please try to schedule doctor, dentist, orthodontist, hair appointments, etc. after school or on non-school days.

EXEMPTION FROM PHYSICAL EDUCATION CLASS

In order to be exempt from a Physical Education class because of illness or injury, a student must have a signed note from a physician with specific instructions as to nature and length of exemption from class.

EMERGENCY CLOSING/EARLY DISMISSAL

Because St. John's is air-conditioned, THERE WILL BE NO EARLY DISMISSAL FOR HEAT, even if the Plattsmouth Public Schools dismiss early for this reason.

If it becomes necessary to cancel school or close early because of extreme weather conditions, we will follow whatever procedure the public school officials announce since many of our children will be riding public school buses. The announcement will be made through the School Messenger system, St. John's Facebook page, on Omaha radio stations and the Omaha T.V. stations the evening before, if at all possible; otherwise, just as soon as possible during the school day.

The lunch program will operate as usual even if it becomes necessary to close early during the day for weather conditions.

If school is closed because of the weather, all school events for that day and/or evening are cancelled.

Each family must indicate, in advance, on Powerschool registration where children are to go in case of an emergency

If school is delayed for one hour in the morning because of inclement weather, morning Pre-Kindergarten will be held as usual. If school is delayed for two hours, the morning Pre-Kindergarten classes will be cancelled for that day.