

Saint Gabriel School
590 West 235th Street
Bronx, New York 10463

September 5, 2018

ATTENDANCE

Dear Parents,

Because school attendance is becoming an increasing problem, I have decided to address this issue in a separate letter from my Review of Class and School Policies.

Needless to say, consistent attendance is the best way to insure a proper sequence of instruction and a maximum performance by the student. Ample vacation periods are provided throughout the year to insure the needed rest. School policy has requested that scheduled family vacations coincide with the school's vacation calendar.

ABSENCE

When a child is absent from school, there are two procedures which are required:

- (1) Before 9:00 A.M. the PARENT MUST CALL THE OFFICE to inform the school that the child will be absent.
- (2) State law requires that a NOTE be kept on file for each absence. This note should be given to the homeroom teacher ON THE DAY THE STUDENT RETURNS TO CLASS.

LATENESS

Students may begin entering the classroom at 8:00 each morning. By 8:05 all students should be SILENTLY WORKING in their seats. Any student who enters the classroom after 8:05 must have a LATE PASS from the office. If a student is late more than five times in a quarterly marking period, the student cannot receive an "A" in conduct on the report card.

Since one purpose of school is to prepare the students for the REAL WORLD of DAILY WORK ahead, parents are asked to DISCOURAGE the EXCESSIVE ABSENCE and/or LATENESS that would NOT be tolerated by any employer.

Thank you!!!