

(Keep this handy by your phone or computer)

FAQs: ATTENDANCE & ABSENCES, VISITORS AND CELL PHONES

REPORTING ATTENDANCE & ABSENCES	<ul style="list-style-type: none">• Each day the student is absent, by 8:30 a.m.• Each time the student has a medical appointment, by 8:30 a.m.• Call or e-mail 299-9700 or usfrontoffice@sasaustin.org.• Call or e-mail must be from parent, not from student.• Please DO NOT CALL an individual person such as the advisor or a teacher.
HOW TO HANDLE A MEDICAL APPOINTMENT – Or that pesky traffic ticket	<ul style="list-style-type: none">• Parents must call or e-mail the school (see above) OR send a note with the student.• Student must sign out at front office and get a pass to give the security guard.• Returning: student must bring a note from the medical office.• No note? Student must call the medical office from the school’s front office.• Can parents call the front office if the note is forgotten? No. We must have a note from the medical office.
IS IT OKAY TO MISS FIRST PERIOD?	<ul style="list-style-type: none">• Short answer: No. Long answer: No, unless there is a medical appointment scheduled.• School begins at 8:30. Students are to be here at 8:30 unless they have a medical appointment or are sick and therefore not at school for the entire day, including all after school activities/sports/etc. of any sort.• Tired or feel poorly and want to sleep in and come to school second period? No. If the student is not well enough to be at school first period, the student must stay home for the entire day: no classes, no rehearsals, no practices, no games.• This is the case even if the student has study hall or free period first period.
DETENTIONS? REALLY?	<ul style="list-style-type: none">• Yes, really. Detentions are the reward for skipping any commitments such as class, Chapel, advisory, clean-up, or community service. Detentions are the reward for getting too many tardies. (Details are in the Handbook, available on-line August 20.)
IS IT OKAY TO MISS SCHOOL FOR A FAMILY TRIP?	<ul style="list-style-type: none">• Every student gets TWO “planned absences,” meaning that your absences will be excused, that can be used for such things as family trip.• They must be planned well in advance, a minimum of one week in advance.• Required form must be completed.• Used both of them and have another family excursion coming up? It will be counted as unexcused.
MY FRIEND WANTS TO COME OUT AND HAVE LUNCH WITH ME. OK?	<ul style="list-style-type: none">• Not OK. This is a closed campus. Only immediate family members may be on campus during the school day. The campus is closed to everyone else, including students at area high schools, or even at boarding schools, when their schools are closed and St. Andrew’s is open, regardless of where they went to school in previous years.
CELL PHONE USE?	<ul style="list-style-type: none">• Students are NOT to use their cell phones during the school day. Period.• Need to get a message to your student? Call or e-mail the front office. We are reliable.• <u>Please do not call or text your student.</u>• Student needs to call a parent? Students must use the front office phone.• Yes, we do take cell phones when we see students using them.

For additional information:

Please consult the Handbook, available on-line August 20

www.sasaustin.org, then “Community” on the headline across the top
then “Important Downloads” on the right-hand side
then click on “2010-2011 Grades 1-12 Handbook”