



SCPA Upper School Attendance Policy

Absence Procedures

On the day of the absence the parent/guardian should leave a message on the upper school attendance line 651-395-5993 or e-mail Diane Anderson, the Upper School Office Manager at danderson@stcroixprep.org by 9:00 a.m. This message should include: student's name, grade, and the specific reason for the absence including symptoms if the student is ill; and if the absence is only a partial day, the expected time of the student's arrival at school. If the absence is for an illness that is communicable (strep, lice, influenza, etc.) please contact the health office at 395-5906 or nurse@stcroixprep.org.

Tardy Procedures

Upper school students (grades 9-12) do not need to be checked in by their parent/guardian. Upper School students must have a note, a phone call or e-mail sent to the Upper School Office Manager, Diane Anderson at danderson@stcroixprep.org or 651-395-5970 from their parents explaining the reason for their tardy.

Unexcused tardies are calculated in attendance reporting. Three unexcused tardies equal one unexcused absence and will result in detention being assigned.

Physical Education Attendance

Any student needing to miss PE for more than 3 consecutive days must have a written note indicating the reason for excuse and expected return to participation date signed by a healthcare provider. Depending on the reason, a signed statement for return to participation by the healthcare provider may be required. All notes should be given to the school nurse who will keep them in the student's health care file and will provide copies to necessary staff.