

Attendance

Parents/Guardians' Responsibility

It is the responsibility of the parents/guardians to report student absence to the Attendance Office. This should be done by telephoning 881-5350 prior to 7:45 a.m. EACH DAY the student is absent. If a student is not called in by a parent or guardian ON THE DAY OF THEIR ABSENCE, the student will receive a one hour detention.

Parents/guardians are also required to send a note with the student when he/she returns to school. The note should include: 1) the reason for the absence; 2) the date of each school day missed; and 3) the signature of the parents/guardian.

Student's Responsibility

The student must present the note to the Attendance Office PRIOR TO THE FIRST PERIOD of his or her schedule. If a student fails to bring a note, he or she will be given a one hour detention.

1. Excused Absence

A student's absence will be considered excused unless otherwise noted by the Attendance office or an administrator. In the case of an excused absence, the student will bear the total responsibility for making up all the work missed during his or her absence. In the case of the Senior 3-day Kairos Retreat, teachers will allow until the following Wednesday for students to complete assignments. Students and teachers should be in communication regarding completion of assignments and making up tests.

2. Truancy

A student is truant if he or she is absent from school without the parents/guardians' consent, or from a particular class period without the teacher's consent. Parents/guardians will be contacted, and the student will serve four hours detention for each class missed. If truancy occurs a second time, a student may be suspended from school and lose student privileges. A discretionary failing grade is to be issued for any homework assignments and/or missed quizzes or assessments.

3. Tardy Policy

Regular and timely attendance is essential for student learning. Marist expects students to be in class except when they are ill or have academic activities that take place outside the school building.

Although lateness is never acceptable, if an emergency arises, a student may be excused up to five (5) times per semester. Reasons for excused tardies would normally be related to transportation problems, illness, doctor appointments, over-sleeping or family need. No tardy after the fifth occurrence will be excused for any reason – even if the parent calls the student in late - and detention may be waived only by the Dean.

After a student's fifth tardy in a semester, he/she will be placed on attendance probation for that semester. Parents/guardians will receive a letter indicating the terms of the probation. A forty (40) minute formal detention will be issued for each subsequent tardy after the fifth. Tardies exceeding ten

(10) per semester may result in a failing grade for the class missed. Additionally, that student may face a loss of student privileges as well.

4. Attendance Policy

If a student is absent eight (8) times in a marking period, he/she will be placed on attendance probation. Parents/guardians will receive a letter indicating the terms of the probation.

MARIST HIGH SCHOOL RESERVES THE RIGHT TO DENY CREDIT AND ISSUE FAILING GRADES IN THE CASE OF EXCESSIVE ABSENCE. IF A STUDENT IS ABSENT FROM ANY CLASS MORE THAN EIGHT (8) TIMES PER MARKING PERIOD, HE OR SHE MAY HAVE A GRADE REDUCED BY ONE LETTER GRADE OR MAY RECEIVE A FAILING GRADE FOR THAT CLASS IN THAT MARKING PERIOD AND/OR SEMESTER.

5. Anticipated Absence

An absence caused by a family vacation or travel by parents/guardians is an anticipated absence. Marist strongly discourages this kind of absence and does request that parents/guardians give serious consideration to the consequences of the student's absence. When such an absence does occur, the responsibility for completing assignments missed will rest solely with the student. Faculty members bear no responsibility for tutoring or setting up laboratory experiments during this absence. A student who is absent from classes will be given the opportunity to make up work/assessments at the teacher's discretion.

It is the parents/guardians' responsibility to inform the school of their decision to take their son(s) or daughter(s) out of school.

6. Extracurricular Attendance Policy

- a. Students must attend school the day of the event in order to attend school-sponsored events. All exceptions must be approved by the Dean of Students.
- b. Any Marist student attending Senior Prom may be dismissed after Mod D and must have written parental permission in order to do so when the Senior Prom is held on a Friday.
- c. Students must attend school through Mod D in order to attend practice or participate in any extracurricular event on that day, including prom. Any exceptions must be approved by the Dean of Students.

7. Early Dismissal

Students who find it necessary to leave school because of illness must secure early dismissal permission from the Nurse's Office. Students are not allowed to use their cell phones to contact their parents themselves to secure early dismissal for illness or other reasons. They must see the nurse to be dismissed.