

Attendance

Once MHS students arrive on campus at the beginning of the school day, they are expected to enter the school building and remain on campus unless they are excused by the Dean of Students. Students are required to attend ALL classes during the school day.

1. Illness or Necessary Absence

In case of illness or necessary absence, the following procedure is to be followed:

- A parent/guardian must call the Attendance Office at 773.881.5350 prior to 8:30 AM to report a necessary absence on EACH day of the period of absence.
- If a student is not called in by a parent/guardian ON THE DAY OF THE ABSENCE, the student may receive a 1-hour detention. Consistent failure to call a student in absent by a parent/guardian WILL result in a 1-hour detention each time the student is not called in by the parent.
- The Dean of Students will email a parent at the end of the school day if no call is received to verify their student's absence.

2. Excused Absences

- a. A student's absence is considered EXCUSED unless noted by the Attendance Office or an administrator.
- b. Excused absences include:
 - i. Illness
 - ii. Family death
 - iii. College visit
 - iv. School-sponsored activities
 - v. Retreats
 - vi. School sporting events
 - vii. Medical appointments
 - viii. Chronic medical conditions
 - ix. Extenuating circumstances as determined by the Deans' Office
- c. The student bears the responsibility of making of the work missed during his/her absence.
- d. Students will be given to the Wednesday following a Senior Kairos Retreat to make up their work.
- e. Students who miss school for excused absences will NOT be allowed to attend drivers' education classes, athletic practices, club meetings or any other school-related function. Any and all exceptions must be approved by the Dean of Students.

3. Long-term Absences

Students who miss five days school days in a marking period will receive a notification from the Dean of Students. Additionally, the student and parent/guardian may be asked to meet with the Dean of Students. Excessive absences may result in a student not being allowed to earn academic credit, and loss of that student's privilege to participate in sports and/or extracurricular activities.

4. Truancy
 - a. A student is truant if he/she is absent from school without the consent of their parent/guardian and if no phone call is received from the parent/guardian within 24 hours.
 - b. A parent will be notified by the Attendance Office or the Dean's Office if a student is absent from school for the day without consent.

5. Anticipated Absences are absences caused by a family vacation or travel by parents/guardians. Marist strongly discourages this type of absence as it is detrimental to the learning environment of the student. The responsibility for completing assignments missed will rest solely with the student. Parents/guardians are responsible for informing the school of this type of absence.

6. Extracurricular Attendance Policy means that students must attend at least half of the day of a school sponsored event, in order to attend the event. This means that a student must attend either MOD A through MOD D, OR MOD E through MOD H. Note that this applies to all MHS students attending the Senior Prom. Any and all exceptions must be approved by the Dean of Students.

7. Early Dismissals must be approved through the Attendance Office. If the dismissal is due to illness, the student must secure permission through the Nurse's office. Students are not allowed to call parents on their cell phone to secure early dismissal themselves without checking in with the Nurse's Office and the Attendance Office. The following procedures should be following when securing an early dismissal:
 - a. Parent/guardian should send a note or call the Attendance Office with the necessary information regarding the appointment.
 - b. Student will be given a pass from the Attendance Office indicating the time that the student is to leave class.
 - c. If the student returns to school he/she must check in with the Attendance Office for a pass.

8. Attendance Probation. A student will be placed on Attendance Probation if he/she is absent more than five (5) times in a marking period. The parent/guardian will receive notification from the Dean of Students after the 5th absence and for each ensuing absence. Additionally, the student and the parent/guardian may be asked to meet with the Dean of Students.

9. Academic Consequence of Attendance Probation If a student is absent from any class more than five (5) times in a marking period, he/she may have a grade reduced by one letter grade for that class in that marking period and/or that semester.

10. Illness during school day Students who become sick during the school day must see the nurse immediately. Students are only excused from class if they are in the Nurse's Office. The nurse will issue permission to leave school, if warranted, following contact with the student's parent/guardian.

Tardies

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. Classes begin at 8:30 AM. A student who arrives late must report to and sign in at the Attendance Office.

1. Although lateness is not considered acceptable, students will be excused for lateness FIVE (5) TIMES PER SEMESTER. This is a total of TEN (10) late arrivals per year. MHS feels that ten late arrivals per year are more than enough to cover transportation issues, illness, doctor appointments, oversleeping or a family need.
2. NO tardy after the 5th tardy will be excused for any reason – even if the parent calls the student in late. Only the Dean's Office may waive a tardy after the 5th one.
3. Students will be placed on **TARDY PROBATION** after the 5th tardy and will receive a detention for each tardy after the 5th one.
4. A student who receives more than ten (10) tardies in a marking period may have their grade reduced by one letter grade for the class they are tardy for in that marking period. Additionally, that student will receive a two (2) hour detention for each tardy after the 10th one which must be served on the day the student is tardy on the following day.
5. Students are required to serve their tardy detentions ON THE DAY THEY ARE TARDY. Failure to do so will result in two consecutive 7 AM detentions on the following two school days. The student's failure to follow through on this may result in parent contact and further disciplinary consequences for the student.