

Attendance

ATTENDANCE PHONE NUMBER (24 HOURS)

(248) 755-6376

St. Mary's expects every student to be present and on time for every scheduled class, Mass, and school events.

Attendance is taken daily in all academic classes, at Mass, and at all mandatory school sponsored activities.

Excused Absence

In the event where a student must miss all or part of the school day, a parent or guardian must notify the Dean of Students before 8:30 am that day.

Immediately upon returning to school, the student must present a note written and signed by the parent or guardian, indicating the reason for his absence. A note from a doctor's office is required if the student had an appointment. The note should be submitted to the Dean of Student's office before the student returns to class.

Unexcused Absence

An unexcused absence indicates that the student was absent without a legitimate reason or prior permission. An unexcused absence from a class, Mass, or any other school sponsored activity is considered truancy at St. Mary's. The Administration

will meet this offense with an appropriate disciplinary action. Expulsion will result if the problem continues.

The determination as to a student's status as excused or unexcused when absent will rest with the St. Mary's Administration.

Maximum Allowed Absences

Students are allowed no more than eight (8) total absences per class, per semester. A student will not be given credit for a course when more than eight (8) absences per class have been accumulated in one semester. Attendance is taken the beginning of each class period and absences accumulate by period to a semester total. Missing more than 15 minutes of a class for any reason is considered an absence. In the case of extended illness or hospitalization, exceptions may be made. An absence from a class due to a St. Mary's sponsored event, i.e. retreats, band performances, field trips, and St. Mary's sporting events, will not be counted against the student's attendance record.

When a student is absent, it is the responsibility of the student to contact each teacher to obtain and complete all class work and exams.

Extended Absences / Vacations

St. Mary's offers sufficient time during the school calendar for vacations. If circumstances arise that require an extended absence that does not coincide with the school vacation, parents are asked to contact the Dean of Students as early as possible prior to the extended absence. In these cases, the faculty is not expected to provide special tutoring or make-up work and is not obligated to re-teach material missed due to these absences.

Attendance at Mass

St. Mary's places Jesus Christ at the center of the Preparatory curriculum. Without Jesus and the celebration of the Eucharist, there is no St. Mary's Preparatory.

Missing or being late for Mass will count as an absence in the student's theology class. Mass is not to be used for any appointments. Students who are ill in the morning should stay home and recuperate rather than come to school after Mass. Students who miss Mass because of illness or other reasons will be required to spend time (3:00 – 3:50pm) after school in prayer and reflection with our Campus Minister on the day the absence occurs. **No exceptions will be made.**

Late to School

Promptness to school and to classes is expected.

Students who arrive late to school will receive a detention for after school on the day which the offense occurred. Excused tardiness for medical reasons, etc. must be arranged prior to that day.

Traffic, weather- related issues, car pool problems, etc. are not excuses for being late. Please plan accordingly to arrive safely at school on time.

Students who arrive after 7:45 must report to the Attendance Office to receive a late pass. The student will then present the pass to the teacher for admission to class. No student will be allowed into a class after 7:45 am without a late pass from the Attendance Office.

A student with more than (5) tardies in a semester will be required to serve a Saturday detention for each additional tardy.

Checking In and Out

Anytime a student arrives after 7:45am or leaves campus prior to 2:45pm the student must check in/out with the Dean of Students.

Illness During the School Day

A student who becomes ill during the school day should report to the Nurse's Office (First floor of Residence Hall – Dormitory). **The Nurse will call home** and provide the student with a rest area while waiting for a parent to arrive. A student who misses class because of illness and does not report to the Nurse's Office is considered skipping.

