

Chapter 10: Attendance Policies and Procedures

Saint Mary's students are expected to attend the full duration of all classes and other required school programs unless excused by the Dean of Students. Students will be subject to disciplinary action for unexcused absences and tardiness. A phone call to the Attendance Voicemail Line at 510-559-6211 or to the Main Office at 510-526-9242 will excuse a student's tardiness or absence. Please do not leave a voicemail on the Main Office voicemail.

10.1 Tardiness & Tardy Absence

Students are allocated five passes for tardiness per term for first period. These passes will allow a student to arrive to school up to 15 minutes late. No phone call from a parent or guardian is required for students to use one of their passes. Tardiness of over 20 minutes counts as one absence for the class. Students who arrive later than 20 minutes to school must have their parents or guardians phone the Attendance Voicemail Line or the Main Office or the absence is unexcused.

A student can be suspended from school after five morning tardies. Following the suspension, a mandatory meeting with the student's parent or guardian must take place upon the student's return to school. Further disciplinary action may occur for chronic tardiness.

10.2 Excused Absence

If a student is to be absent for any reason, a parent must telephone the school Attendance Voicemail Line at (510) 559-6211 before 9:00 a.m. each morning of the absence. The voicemail should clearly provide the following:

- Student's name,
- Date(s) of absence,
- Date of return,
- Reason for the absence,

The school has the right to challenge the absence from classes. Parents are strongly encouraged to schedule legal and medical appointments at the end of the school day or during vacations.

Students are allowed to make up all assignments, examinations, tests, or quizzes when they return from an excused absence. Make-up test and other assignments must be arranged with the teacher(s) within two days of their return.

Students are required to turn in assignments for any classes they miss before any planned absence that is the result of a school function (e.g. athletic event, field trip, campus ministry event, fine arts event, student government event). Students must be prepared for class in case the school event is cancelled.

10.3 Unexcused Absence

Absences not excused by a student's parent or guardian are unexcused. In the case of an unexcused absence, credit will be withheld for class work or tests missed. For unexcused absences, students will not be allowed to make up any assignments or assessments given during their absence.

10.4 Maximum Absences

Barring extraordinary circumstances, students who miss eight or more days in any term, (including excused absences) may receive no credit for course(s). School activities, (e.g., student government, field trips, athletic and fine arts events) may count toward days missed. Students who miss eight or more days in a term are liable to be dismissed from school.

10.5 Absences and Activities

At the discretion of the Dean of Students, students absent for more than half the scheduled class periods of any day are not eligible for athletic participation (practice or competition), or student activities that day or evening. Legitimate appointments are the exception to this rule.

10.6 Anticipated Absences

While not advised, there may be an occasion when a student will know in advance that he/she will be absent. In such cases, the student should present a parent's note to the Main Office at least two weeks prior to the anticipated absence and before notifying teachers.

Students are expected to communicate with teachers regarding an anticipated absence. Students have the responsibility to obtain from their teachers all class and homework assignments missed because of the excused absence. All work must be made up within a reasonable amount of time as agreed upon by the teacher and student.

10.7 College Visits

Parents/Guardians are strongly encouraged to use non-school days, Lasallian Days, and Enrichment Week for college visitations, orientations, or activities designed to enhance the student's opportunity to attend college. In the event that missing class time is unavoidable, parents and guardians must follow these procedures:

1. Parents/Guardians must submit a written request for the student's educational leave at least 5 days prior to the expected absence. This request should be addressed to the Attendance Office and must outline the purpose and itinerary of the visit.
2. Parents/Guardians are to obtain the authorization of the Dean of Students for the absence.
3. Parents/Guardians and students assume personal responsibility for arranging with all teachers before the period of leave to make up any missed academic work.
4. The student's total absences will not exceed the maximum allowed for the semester.

10.8 Make-Up Work during Extended Absences

Extended absences due to surgery, illness, or other circumstances are sometimes inevitable. Such absences can be a substantial disruption to a student's progress, especially when the amount of work missed becomes overwhelming upon return to school. Whenever possible, a student should make prior arrangements with all of his or her teachers. If this is not possible, following the steps below should make the experience less disruptive:

1. If a student is to be absent one or two days, it is best for him/her to contact a classmate or check the teacher's webpage to obtain the homework and assignments to be missed.
2. When a student needs to be absent for more than three days, the parent or guardian should contact the student's guidance counselor and student's teachers by email and request that teachers provide any assignments or study materials via email or the teacher's website. Any complications should be addressed to the guidance counselor for intervention.

10.9 Illness

During the school day, a student who is too ill to remain in class is to report to the Main Office. A call will be made to the parent or guardian to pick up the student from the Main Office. Students are not allowed to use their cell phones and obtain permission outside the Main Office.

Students may not leave school without authorization from the Main Office. Students will not be allowed to rest in the Main Office.

10.10 Early Dismissal

Should it be necessary for a student to leave before the end of the school day, an off-campus permit must be obtained from the Main Office. Students' parents or guardians must call the Attendance Line 510-559-6211 or the Main Office 510-526-9242 (do not leave a voicemail on this line).

Your message should include the reason for the early dismissal, the departure time and the time returning to school, if applicable. Upon returning to campus, the student must report to the Main Office. No faxes or emails will be accepted. Only the Principal or the Dean of Students can approve a student leaving school during regular hours with the prior knowledge of the students' parents. No teacher or other school employee may give a student permission to leave the school premises. Leaving school grounds without an off-campus permit will result in an unexcused absence.