



## MALDEN CATHOLIC

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The Codivisional High School

Attendance in class is an integral part of a student's total educational experience. We urge you to stress the importance of punctuality and good attendance with your child.

### **If a student is absent:**

- A parent or guardian must call the School Office at 781-475-5384 between 7:00 and 8:30. The caller should identify himself/herself, give the name of the student, his or her relationship to the student and the reason for the absence. Failure to do so is considered an unexcused absence and will result in detention. Excused absences are only those due to illness explained by a doctor's note, funeral explained by a Parent/Guardian's note, court appearance explained by a Parent/Guardian's note, or at the discretion of the Dean of Students. All other absences are unexcused, may have academic consequences, and will result in disciplinary actions.
- A student who is absent will not participate in any extracurricular activity that day without the permission of the Dean of Students. Students dismissed before 10:30am or who arrive after 11:15 a.m. are considered absent. They too may not participate without permission.

On the day of return to school, a Student must plan a make-up schedule with his/her teachers. Ordinarily he/she will complete make-up work as soon as possible and always within five school days of his/her return. Teachers are not obliged to provide make-up work nor tests beyond this time.

The Administration may withhold credit and may require summer school for a student who has been absent from a class, whether excused or unexcused, more than twenty times during the year or ten times in the case of a semester long course.

### **Early dismissal:**

Students are not allowed to be dismissed for school sanctioned practices. If there is a need for an athletic dismissal, the Athletic Department will notify those involved.

### **Tardies**

Students who are late for school must report to the School Office for an admission slip to class. Whenever possible, a Student who is tardy to school should present a note from his/her Parent/Guardian that explains his/her tardiness. If a student does not have a note, we ask that a parent contact the Main Office to inform us of a late arrival. Students cannot call themselves in late.

A Student who arrives at school after 8:30 AM, has missed a class or classes and does not have a note from a Parent/Guardian that explains his/her tardiness, the Main Office will contact a Parent regarding his/her tardiness. Parental explanation of the tardiness does not automatically excuse his/her tardiness. A Student who arrives at school after 11:15 AM will be recorded as absent for the day. Consequently, he/she may not participate in any co-curricular activity that day without the permission of the Dean of Students. Chronic unexcused tardiness will result in disciplinary action.

A Student who has more than ten (10) tardies in an academic year may be asked to leave Malden Catholic. When tardiness results in missing either an entire class or part thereof, a Student must follow the same procedure for obtaining assignments or make-up work that pertains to absence from school. Students who need to be dismissed during the school day, should come to school with a note outlining the reason for dismissal, the time and it must be signed by a Parent/guardian. Students who are driving themselves should come to the office and sign out prior to leaving. Students whose Parents are driving them, the Parent/guardian must come into the school and sign out the Student.

Please review our Attendance Policy with your child, as we want to provide the most safe and supportive educational environment for our students. The development of good habits in these areas will be invaluable to academic success.