



ATTENDANCE & HOMEWORK POLICIES

School Day Absence

A parent/guardian should report the student absent to the School Office either by phone at 734-241-7622 x 111 or e-mail to skennedy@smccmonroe.com by 9am. Please give the student's name, grade, and a phone number where the parent can be reached.

Late Arrival/Early Dismissal

Parents should call the School Office or send a note if the student will arrive at school after 7:55am. The student must sign the Attendance Log in the School Office upon arriving at SMCC. A student who arrives late must present a note from the doctor/dentist/physical therapist for the tardy to be excused. Any tardy that is not accompanied by a note from the office of the doctor/dentist/physical therapist, will be considered unexcused and the student will receive a point.

If a student has to leave school before the 2:30pm dismissal, the parent must send a note with the student to school prior to the dismissal. The student should present the note to the School Office before school, sign the Attendance Log, and receive an Off Campus permit which will allow them to leave campus at the designated time. Please refer to the Student-Parent Handbook on page 9 for further information regarding late arrival/early dismissal.

Homework Request Policy

Parents of students who are absent for two or more consecutive days due to illness may request homework assignments be gathered from the teachers and forwarded to the School Office. The parent is responsible for picking up the assignments from the office and obtaining any needed books or materials from the student's locker.

All homework requests must be arranged through the student's counselor by 9am. Homework will be available in the School Office by the end of the school day. Single day homework requests will not be honored as the student will have adequate time to make up assignments resulting from a one day absence.

Extended Absence for Personal Convenience

St. Mary Catholic Central does not sanction vacations or non-school related activities while school is in session. The responsibility for academic work and progress is that of the parents/guardian and the student. Teachers are required to give only minimal help with missed assignments and class work. If a student plans to be absent from school for 3 or more days, the student must present a note from his/her custodial parent/guardian at least 5 school days prior to the student's requested absence and the dates of the absence. The student must also obtain an Extended Absence Form from the School Office, have it signed by a parent and teachers, and return the form 2 school days prior to the requested absence period. For more information check page 10 of the Student Handbook.