

St. Margaret Mary Attendance Policy

2022-23

On Time Arrivals

The school day begins at 8:00am & ends at 3:15pm.

- Students arriving at or after 11:00am will be marked absent for 1/2 day.
- Early pickups will count as 1/2 day absence if between 11:00am-1:00pm.

If students are routinely picked up early, a meeting will be scheduled with the parent/guardian.

Things to Note...

Excused Absence:

- Illness - Parents must contact the school office the morning of before 8:00am to report the students illness.
- Family Emergency
- Medical Appointments
- Legal Appointments
- Funerals or Religious Services

Unexcused Absence:

- No notification from parent
- Slept in
- Traffic
- Weather (Non Severe)

Tardy Arrivals

School begins at 8:00 am; any student who arrives after 8:00 am MUST stop by the office for a tardy slip before attending class. Older siblings may not accompany students to class. Students will be given a tardy slip and walk to class by themselves (parents are not allowed to walk students to class).

Things to Note...

- After 5 tardies, a letter will be sent to parents.
- After 10 tardies, parents must attend a mandatory meeting with the principal - A home visit may be scheduled as well.
- After 13 and every 5 thereafter tardies, students will be assigned a restitution service.