



OUR LADY OF THE

## HOLY ROSARY – ST. RICHARD

CATHOLIC PARISH

Office of Catechesis

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# LOYOLAPRESS.

## Christ Our Life Session Review

### Policy and Procedures for Absences

#### Class Attendance Policy

Regular attendance in Catechesis classes is a fundamental responsibility of all students. Because absenteeism significantly disrupts the catechetical process, absences are permissible only for serious and compelling reasons.

Please note the following institutional guidelines regarding attendance:

- **Session Substitutions:** If a student is absent from their scheduled class, they are not permitted to attend the same session at an alternative day or time.
- **Course Maintenance Period:** Attendance records are maintained over a standard 33-day cycle.
- **Course Withdrawal Risk:** Students who accumulate more than four (4) absences out of eight (8) scheduled classes risk being withdrawn from the course.

*Reference: Our Lady of the Holy Rosary – St. Richard Catechesis Parent Handbook 2025–2026*

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#### Procedures for Makeup Work

Upon returning to class after an absence, students must obtain the complete chapter materials they missed from their instructor and complete the following steps to secure an excused absence:

1. **Complete the Lesson:** Review the pulled-out chapter materials thoroughly.
2. **Access the Examination:** Utilize the QR code located on the **REVIEW** page at the end of the chapter to access the online chapter test.
3. **Submit Results:** Upon completing the test, select the "**Send the Results**" option.
4. **Email Routing:** Direct the test results to the Office of Catechesis at [Catechesis@hrsrgcs.org](mailto:Catechesis@hrsrgcs.org).

*Note: Submissions must include the student's full name. Failure to submit the test results to the office will result in the absence remaining unexcused. A maximum of four (4) absences may be excused via this makeup procedure.*