



## MARY HELP OF CHRISTIANS SCHOOL: TARDIES & ABSENCES POLICIES

### TARDIES and ABSENCES

Parents are required to call or e-mail the school office between 7:45 a.m. and 8:00 a.m. each time their child is absent @ 956-722-3966 OR [erica.pena@mhcslaredo.org](mailto:erica.pena@mhcslaredo.org)

All absences must be explained in writing by the parents upon the child's return to school. THIS IS FOR YOUR CHILD'S SAFETY.

Any student who is absent for more than 3 consecutive days must present a doctor's excuse to their Homeroom Teacher upon returning to school.

- Any student who is off campus for a school related activity is counted present.

- Routine dental or medical appointments should not be made during school hours.

- If a student is hospitalized or recovering from surgery, the absences will be recorded as Medical Absences.

#### Half day Absence

- If a student arrives between 10:30 and 1:30, s/he will be counted as absent ½ day.

- If a student leaves school between 10:30 and 1:30, s/he will be counted as absent for ½ day.

#### Whole Day Absences

- If a student arrives after 1:30, s/he will be counted as absent for the entire day.

- If a student leaves school before 10:30, s/he will be counted as absent the entire day.

\*Any student leaving early or arriving late is not eligible for the Perfect Attendance Award.

### TARDIES and ABSENCES continued..

Students arriving after 8:00a.m must be accompanied to the office by the person dropping them off to be signed in. Absences and tardies are recorded on the report card and the permanent record card.

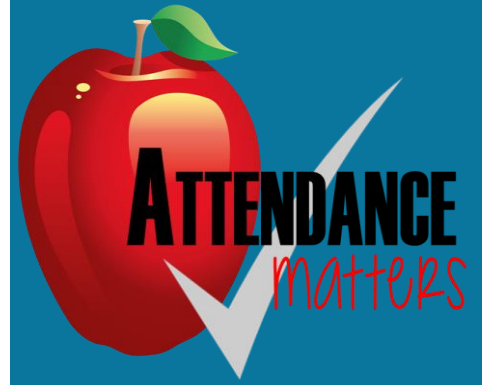
**AS PER TEXAS STANDARDS, A STUDENT MAY BE REQUIRED TO ATTEND SUMMER SCHOOL FOR ABSENCES OF 20 DAYS OR MORE WITHIN A SCHOOL YEAR.**

### ATTENDANCE POLICY

Tardies and absences are excused only with a signed doctor's, official notification. Excused absences/ tardies give teachers an allowance to excuse students from some or all work missed. Students with unexcused tardies and absences will forfeit the participation in clubs and sports, even if it is a game day, AND Perfect Attendance Award/incentives at the end of each quarter.

The Finance Office will bill Parents \$25.00 for every tardy.

Everyone will be allowed one "grace tardy" per marking period (each nine weeks).



### SCHOOL HOURS

School bell rings at 7:40 a.m. The school day begins promptly at 7:45 a.m. with students standing in line with their homeroom to begin Morning Prayer in the school gym.

Cars entering Springfield entrance after 7:45 a.m. will be fined \$25.00. Springfield entrance closes at 7:45 a.m., at which time, students will be marked tardy. Families must check-in for attendance at the school office.

K3, K4, and K5 students must be dropped off at the Learning Center, NOT at gym.

