

St. Alphonsus School

13940 Greenwell Springs Road, Central, LA 70739
Telephone 225- 261-5299 FAX 225-261-2795 Mrs. Cynthia Ryals, Principal

Attendance Policy (rev 8/19/2010)

A student is considered "tardy" if they arrive within 30 minutes after the school bell (8:10 AM). If a student arrives to school after 8:40 AM, they are considered a "check-in."

An **elementary school student** must be present for 3 hours and 45 minutes to be considered present for a "half day." If a student misses more than 4 hours and 30 minutes, they are considered absent for the whole day.

A **middle school student** must be present for three class periods to be considered present for a "half day." A student who misses more than three class periods is considered absent for the whole day.

If a student receives a tardy to school more than 5 times they will be marked absent for half a day. (count resets to 0 at the end of each semester).

Middle School Tardies:

If a middle school student is late during a class change, the teacher will mark them tardy-unexcused. Penalties for class change tardies are as follows (count resets to 0 at the end of each semester):

# of Tardies	Penalty
5	After school detention
6	After school detention
7	Two after school detentions/conference with parent
8	In school suspension
9	Meeting with the principal to discuss the issue at hand

Please cut along the line and return the bottom portion to the office.

Student Name: _____ Homeroom: _____

I have read the Attendance Policy adopted for the 2010-2011 school year for St. Alphonsus School. I understand all of the guidelines and responsibilities as a parent of a child at St. Alphosnus School.

Parent Signature

Date

Middle School Students fill out bottom portion:

I understand that I must be on time for all my classes. I understand the consequences if I am marked tardy for class

Student Signature

Date