

**Office Hours:** Monday - Friday 7:15 am to 3:30 pm

**School Hours:** Kindergarten - Fifth grade 7:45am - 2:45pm

## Absence and Tardy Policy

**Being present and on time is a positive life-long habit.** A student's tardiness and absence can have a major impact on the learning process for both your child and other children in the class. This could include missing an explanation of a new concept; interrupting a class already in session; needing the teacher to re-explain directions, slowing down the rest of the class, etc.

*The compulsory attendance law in Texas requires that students attend school ninety percent of the time.*

A student is considered tardy if they are not inside the school door by 7:45 a.m. The court considers late arrivals as missing part of a day. Three tardies are considered equivalent to an unexcused absence. Only doctor's notes can excuse a tardy.



Official attendance is taken at 9:00 a.m.; therefore, a student who arrives after that time is marked as absent for the day. Students need to bring a note within three school days when they are absent to make the absence "excused." When a student is absent for five (5) consecutive days, a doctor's note will be needed. The parent will get periodic phone calls and/or letters when the tardies and/or absences begin to accumulate. All absences and tardies are monitored closely through the year by the classroom teacher, office staff, and the campus monitoring and intervention team (CMIT.) You may be asked to attend a district "I Am Present" meeting to learn more about maintaining appropriate attendance. At ten (10) tardies or absences, you will get an automated judge's phone call. Since the compulsory attendance law stipulates ninety percent compliance of attendance, there is a possibility that you may have to go to truancy court. Your child could be in jeopardy of being retained unless he or she attends class regularly and is on time.



|                          |                                     |
|--------------------------|-------------------------------------|
| 3 tardies or absences:   | Teacher phone call                  |
| 6 tardies or absences:   | Letter notification                 |
| 8 tardies or absences:   | Counselor phone call                |
| 9 tardies or absences:   | "I am Present" class & CMIT meeting |
| 10 tardies or absences:  | Automated judge's phone call        |
| 12+ tardies or absences: | Possible truancy court              |

The gym doors open at 7:00 a.m. each morning. Centennial staff are on duty to supervise the students. We also have breakfast available at 7:15.