

# City View Elementary

## Tardy and Early Release Policy & Procedures

As you know, attending school on a daily basis and being on time for school and class are critical to academic success. It is crucial students learn to arrive on time for their job of learning and stay at school through the entire day. So much happens in the first minutes of school to set the tone and prepare students for instruction. Learning continues through the very end of the day and many assignments are given that may be missed if students are released early. In an effort to better support our students' learning, the following tardy and early release procedures will be enforced for the 2015-2016 school year.

Students are tardy to class if they are not in the proper room when the tardy bell rings at 8:00 a.m. If students are checked out before the end of the school day, the absence will be recorded the same as a tardy. Tardies and early releases are part of the school day and may be filed on, in a court of law, under the state law on compulsory attendance. The law requires a student between the ages of 6 and 18 attend school.

In addition, to receive credit for the year, a student must be in attendance at least 90% of the school year. A student who attends fewer than 90% of the days (including partial days) automatically loses credit. The only way for the student to regain credit is through the review process of the campus attendance committee.

The school will send a warning letter when students are close to violating the attendance laws. Our desire is to work together with parents to keep students in school. However, the school will file on parents and students who violate the compulsory attendance laws if, after receiving a warning, a student continues to have unexcused and/or suspicious absences, early releases, or tardies.

### Summary:

#### 1<sup>st</sup> and 2<sup>nd</sup> tardy or early release:

Freebies

#### 3<sup>rd</sup> tardy or early release:

Will be considered a responsibility issue and student will be encouraged to get to school promptly and on time.

#### 4<sup>th</sup> tardy or early release:

All tardies/early releases will count as missing partial school days and will go toward the student's attendance record.

#### 5<sup>th</sup> tardy or early release:

A letter is sent home from the office to the parents reminding them about the tardy procedure.

#### 10<sup>th</sup> tardy or early release:

A second letter is sent home from the office to the parents reminding them about tardy procedures. After which, a conference could be held at school with the attendance committee, at which time a commitment of responsibility is outlined.

#### 11<sup>th</sup> tardy or early release:

All subsequent infractions will be considered insubordination. A copy of the attendance committee meeting will be sent to the District Attendance Officer for CISD.

#### 15<sup>th</sup> tardy or early release:

The final step is to refer the case to the municipal courts, which can fine parents for breaking the Texas Compulsory Attendance Law. When the families are in front of the judge, they can validate why their child has tardies, early releases, or absences. It is our understanding the court office is looking for parents being irresponsible, not families with genuine excuses.

It takes a combined effort between the home and the school to convey the importance of education, class attendance and promptness to ALL of our students. As we continue to work together, I encourage you to contact school staff with any questions or concerns.