

ATTENDANCE/TARDY POLICIES AND PROCEDURES

School Hours are 8:15-2:30

School opens at 8:05, please do not drop your children off before that.

If your student is tardy to school, not in the classroom by 8:20 a.m., you are required to come to the office to sign them in. Please do NOT drop your child off by themselves after 8:20 a.m.

After 8:20 a.m., our staff are no longer monitoring the exterior of the school. It is a safety issue to drop children off; please escort your children into the school and sign them in.

If your student is arriving late due to a doctor's appointment, you are required to come to the office to sign them in. You will also need to bring a note from the doctor so we can document this for attendance purposes.

TARDY

Students should arrive no later than 8:15 a.m., as their first class begins at 8:25 a.m.

Any student arriving after 8:20 a.m. is considered tardy.

ABSENCES

If a student arrives any time after 9:45 a.m. without notifying the office, they will receive an unexcused absence. All absences must be reported to the school office by email, text, phone call, or note within 24 hours of an absence.

- Parent Excused Absence – each student is allowed 4 absences per school year without an official note
- Unexcused Absence – absences that are not approved extenuating circumstances
- Extended Excused Absence – if the student will be absent for more than 3 days we require a written notice one week in advance

All documentation (parent notes, doctor's notes, appointment verifications, etc.) must be presented to the attendance office on or before the date the student returns to school.

IMPORTANT INFORMATION

Parent notes will be allowed to excuse up to 4 absences only. Upon the 5th absence and beyond, only an official written Doctor/Court excuse is allowed. Any absence not cleared within the allotted time (24 hours) will become an unexcused absence.

ATTENDANCE PHILOSOPHY

Regular attendance in all classes is one of the greatest contributing factors to success in school. Excessive excused absences often affect a student's grades and are detrimental to student growth and classroom participation. Therefore, parents and students alike should take attendance seriously knowing that excellent attendance will lead to consistency in academics, and a healthy attitude toward school. The school understands that there will be uncommon circumstances that arise, such as vacation, illness, medical appointments, etc. However, these should not interfere with school if it can be avoided. Please consider scheduling appointments after school hours and/or on Fridays.

According to Texas law, a student is considered truant when they've missed 3 or more days (unexcused) within a 4-week period or 10 or more days in a 6-month period. (Ref. Texas House Bill 2398)

REPORTING ABSENCES

All absences must be reported to the school office by email, text, phone call, or note within 24 hours of an absence.

EXTENDED ABSENCE

Any student who has prior knowledge of an absence that will be 3 days or more in length should complete their schoolwork in advance. Parents/guardians must inform the CGA administration prior to the student's extended absence so proper arrangements can be made to collect the students' schoolwork. However, each teacher reserves the right to handle an extended absence differently. Refer to each individual class and communicate with each teacher to discuss any accommodations they are willing to make to best support the learning.

TARDINESS PHILOSOPHY

It is important students arrive to school on time. Punctuality demonstrates self-discipline, responsibility and respect for other's time. Self-discipline in this area is not only important for proper academic achievement, but essential for the development of good habits which are characteristic of success and good citizenship in every walk of life.

Special note to parents: Tardiness to school will not be judged excused or unexcused. We want students to develop the habit of being punctual, much as one must be on time for work.

CGA reserves the right to expel a student on the grounds of excessive absences or tardies.