

Corrigan-Camden Elementary
Attendance Handbook
2022-2023

School Hours

Doors Open 7:00

Breakfast 7:25

Tardy after 7:45

School Dismissal 3:45

Attendance Policies and Procedures

Tardies

All students that arrive after 7:45am are considered tardy. Parents must park and escort students into the office in order to check the students in for the day. Corrigan-Camden Elementary will begin calling parents of students not at school each day at 7:45 a.m. Students that arrive after 10:00 a.m. will be counted absent for the day.

Early Checkouts

School dismissal is at 3:45 p.m. Students who leave prior to the end of the school day are missing instructions from teachers and parents will need to make arrangements for the missed work. We ask that parents only check students out early for doctor's appointments or family emergencies.

Absences

For an excused absence, a student's parent/guardian must provide a written excuse, which can include a signed note by the parent or by an email.

Excused Absences Include:

- If a Student is ill with a fever, throwing up, or incontinence. ***The student must stay home for 24 hours after throwing up or 24 hours after fever has broken without medicine.***
- If a student has a Family Emergency
- If a student needs to attend a funeral
- If a student has medical and legal appointments. The student must provide a letter from a doctor or legal consultant.

Any absence that has no written communication will be considered unexcused.

Vacations

Corrigan-Camden ISD embeds various non-school days, an extended Thanksgiving Break, an extended Christmas vacation, and Spring Break during the school year. Vacations are discouraged from happening outside of those days. If a vacation is considered necessary, the following is required:

- A written and signed letter to the Principal with the date and purpose of the vacation at least 2 weeks prior
- Teachers must be given at least a 2 week notice if work is requested for vacation
- Students will be required to complete all school work within one week of returning to school.

Failure to comply with the above expectations could result in the student receiving failing grades on incomplete assignments.

Appointments

Students who only attend part of the school day because of a medical appointment are not counted absent if they return with a note from the medical office of the appointment.

Truancy

Corrigan-Camden Elementary complies with the compulsory school attendance laws defined by TEC Title 2 Subtitle E Chapter 25 Subchapter C. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is exempt by reasons stated in the statute, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. Once enrolled in PreKindergarten or Kindergarten, a child shall attend school.

Students are required to attend 90% of the days that the class is offered. Excused or unexcused absences are both included in the missed days. For Corrigan-Camden Elementary, students cannot miss more than 8 days each semester. If a student misses between 90-75% of the school year, the attendance committee must meet to develop a plan to make up missed days. If a student misses more than 75% of the school year, credit for the classes cannot be given.

A first notice regarding truancy shall be sent when a student has been absent without an excuse on three or more days or parts of days within a four week period.

Attendance is taken very seriously at Corrigan-Camden Elementary. We believe that students need to be in school as much as possible in order to fully achieve academic success. Corrigan-Camden Elementary tracks attendance based on four categories. Corrigan-Camden Elementary provides an Attendance Report to each student every three weeks on the Progress Report.

Perfect Attendance (no absences) Students that have no absences are identified with Perfect Attendance. Students are recognized and rewarded each nine weeks during morning announcements. At the end of the year, if a student remains in the Perfect Attendance category, students and parents will be recognized at the Honor Reception at the end of the school year.

Good Attendance (2 absences each nine weeks) Students are recognized each nine weeks during morning announcements.

Attendance Warning (4 absences each nine weeks) Students that exceed more than 4 absences will receive an Attendance Warning. This serves as a first warning so parent's are aware of the number of absences their child has. Parents are also encouraged to have a meeting with the Administrator to discuss the absences and develop a plan.

Attendance Watch (more than 5 absences in a nine weeks) A student with a second notice regarding habitual truancy will also be placed on Attendance Watch. During the Attendance Watch, the parent/guardians are required to complete the following; meet with a member of the School Administrative Team and develop an Attendance Plan to establish better attendance for the remainder of the semester. If the terms of the Student Attendance Plan are not met within that semester and continue until the end of the school year, the student may face possible retention for the following school year and possible legal actions for the parents.