

CLEVELAND HIGH SCHOOL



1600 East Houston, Cleveland, TX 77327 Phone (281)592-8752 Fax (281) 592-7485

Attendance Policy & Procedures

Cleveland High School

Langston Patterson - Attendance Specialist

Phone: (281) 592 - 8752 ext: 1239

Attendance Clerks:

Charlisha Tatum A-L: Charlisha.Tatum@clevelandisd.org

Midella Gonzalez M-Z: midella.gonzalez@clevelandisd.org

Students must be present by 10:00 a.m. each day to be counted for our Average Daily Attendance.

- Reporting Student Absences: When your student will be absent, you need to email the attendance office to report the absence. Communication is very important. If your student will be absent for an extended period of time you must contact the attendance office so we are aware of your student's circumstances and can notify your student's teachers/counselor/administrator. Examples would be traveling out of town/state/country or hospitalization/severe illness of the student or an immediate family member. To excuse qualifying absences notes must be turned in. Emails are not accepted.

* If your student has a chronic illness that will result in frequent absences please provide documentation from your student's physician so we are aware of the situation. Please be assured that any information provided will remain strictly confidential.

- Students Returning After An Absence: In accordance with the Cleveland I.S.D. Parent/Student Handbook a student is required to send a parent/guardian note or a doctor's note to the attendance office the day your student returns to school. There is a 2 day time limit for turning in these notes. Please include on the note your student's legal name, date of absence, the reason for the absence and a parent/guardian signature.
- Excessive Absences: Please refer to the Cleveland I.S.D. Parent/Student Handbook for Compulsory Student Attendance laws and criteria that would constitute possible legal consequences for "Failure to Attend School". Please Note: Documentation and communication as absences occur are crucial if your student should reach what is considered to be an excessive number of absences.
- Perfect Attendance Requirements: A student is eligible for perfect attendance if he/she has been present for every class period, every day. Students who are absent (for any part of the school day) for any reason other than a school related activity will NOT be eligible for perfect attendance.

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Signing In and Out Procedure

Any student arriving after the first bell must sign in at the Front Office desk to receive a pass to class. Teachers will not allow students to enter the classroom without a pass.

- Any student leaving the campus for any reason must be signed out at the Front Office desk. This includes students leaving for lunch, sent home by the clinic or sent home by a Principal. Any student taken off campus who has not been signed out could be regarded as truant and subject to disciplinary action.
- Anyone who is here to sign a student out must present valid photo identification - such as a valid driver's license or a U.S. Passport before the child will be released to leave campus. Any alternate forms of identification are subject to Administrator approval.
NO I.D. = NO STUDENT LEAVING CLEVELAND HIGH SCHOOL WITH YOU.
- Only persons listed on a student's emergency/other contacts section on eSchool will be allowed to sign that student out. If the person you are sending to pick up your student is not in eSchool then the parent/guardian will need to submit in their own handwriting a note stating the name of the person to pick up the student, state that they have your permission to pick up your student and the note must be signed and dated, along with a copy of the parent/guardian's photo ID. Must be emailed to the registrars and attendance office. For your student's safety we cannot accept telephone communication to authorize someone to pick your student up. Due to the number of students attending CHS, please do not call and ask for your student to be pulled from class prior to your arrival unless it is a true emergency/urgent situation. Routine doctor and dental appointments do not create an urgent situation.

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Tips & Reminders

- Send a note within 2 days explaining the reason for a full-day absence or partial absence.
- All notes must include
 - Student's first and last name.
 - Student's ID number
 - Date missed or period missed
 - Parent/Guardian phone number and signature
- Schedule doctor appt. around your child's academic schedule. Late Arrival Day is a good day to schedule a doctor's appointment, but please try to be on time. Average Daily Attendance is counted at 10:00 each day.
- Familiarize yourself with your child's class schedule by reviewing it in HAC (Home Access Center).
- Plan ahead and give yourself plenty of time when signing out your child for appointments.
- Only the nurse can excuse a student to be dismissed early from school for illness.
- Remind your child not to call/text you from their cell phone if they are ill. They must first seek help from the nurse or other adult on campus.
- Students will be released ONLY to persons listed as a contact in our records.
- Email absence notices before 7:15 A.M.
- To make any changes to a student's attendance record, the attendance office will need to receive a signed note from the parent/guardian.
- Students must turn in their doc./parent note on the day they are late. Notes for tardies will not be accepted at a later date.
- Must have a valid photo ID.

HOW TO REQUEST MISSING WORK FOR YOUR STUDENT:

- Please contact your student's teacher via email listed on the school web page.