



Every Day Counts... Be here!

EVERY day! ALL Day!

Official Attendance Policy Note

Texas Education Code Sec. 25.0915

A school district is required to adopt truancy prevention measures under **Texas Education Code § 25.0915**. If a student has **three or more unexcused absences** for **three or more days** or parts of days within a **four-week** period or **more than 10 days** or parts of days within a **six-month period**, the district shall initiate truancy measures.

Phone calls and home visits will be made to prevent student truancy. A student who is between the age of **12 to 18** may also be referred to a truancy court **within 10 school days** of the student's tenth unexcused absence in addition, **parents may be criminally charged or fined** if their child continues to miss school.

Texas Education Code Sec. 25.085 - Compulsory School Attendance

The 90 PERCENT RULE

Also, the **"90 percent rule"** of attendance states that in order for a student to **earn credit** for a class, the student must attend at least 90 percent of the days the class is offered. An attendance committee may grant credit due to extenuating circumstances. Students can engage in credit recovery if they have at least 75% attendance.

EXCUSED and UNEXCUSED ABSENCES

Regular attendance is essential for a continuous, uninterrupted program of instruction as a basis for academic success. In the event that a student is absent from school, parent or guardian must furnish a **copy of the Doctor's excuse or a Letter from the parent stating the reason for the student's absence**. Acceptable reasons may include: **personal sickness, sickness or death in the immediate family, quarantine, or participation in approved, school sponsored extracurricular activities.**

When a student returns to school after an absence, he/ she has the **responsibility to turn in a note** to the office, signed and dated by the parent that describes the reason for the absence. The attendance note is required in order to be able to appeal for **reclassification of the absence (s) from "U" (unexcused) to "A" (excused)**. Note should be provided to school personnel **immediately** upon the return from the absence (s).

A letter will be sent to families after the third unexcused absence. A school district can revoke enrollment after the 5th unexcused absence per semester or be placed on a behavioral plan.

EARLY DEPARTURE DURING SCHOOL DAY

When a student **leaves early** from school before the regular dismissal time, a **written note from the parent or a doctor's excuse** is required for the absence to be classified as excused. The parent needs to SIGN OUT the student. Class should not be interrupted by calling the student to the office. A student may not be released early on a continual basis. **Patterns of Early Departure or consistent appointments** made at the same class time will result in a CONFERENCE with the administrator. The school encourages ALL doctor and dental appointments to be made after 4PM when the instructional day has ended.

PRE-PLANNED ABSENCES SUCH AS VACATIONS

Pre-planned absences, such as vacations will be counted as "Unexcused" absences and therefore discouraged. Teachers will not accommodate parents by outlining lessons in advance and **NO assignments** will be given in anticipation of the vacation. **Teachers will not be required to give make-up tests of assignments for absences due to vacations.**

If an **absence excuse** has not been submitted within the required 3 days, the absence will be marked Unexcused. An Unexcused absence will result in a non-graded make-up work, and zero (0) credit will be issued for that assignment. A zero credit is detrimental to a student's grade and for that reason, any Unexcused absences are strongly discouraged.

TARDIES

PROMPTNESS or being ON TIME is an indication of good discipline. Habitual tardiness seriously disrupts the educational process of other students and affects school performance of the student who is tardy. It is the **responsibility of the parents to make sure the student is punctual to school. Habitual tardiness will require a conference between the parents, student and Principal.**

IMPORTANT INFORMATION:

- The school day begins at 7:50AM. Once the BELL RINGS and students are not in their classroom they are considered LATE
- Doors are locked by 7:55AM
- Tardies are tracked by the campus secretary

EXCESSIVE ABSENCES and TARDIES

To address excessive tardies and absences the following consequences are in place:

- 18 tardies (maximum) - result in elimination from Extra Curricular activities (whole year)
- 8 Unexcused Absences- result in elimination from Extracurricular activities (per quarter)
- 18 absences (Excused or Unexcused) – result in Academic Retention or Non-credit (Exclusion from Extra Curricular activities)

STUDENTS WHO ARE HABITUALLY LATE OR ABSENT TEND TO DIP LOWER IN ACADEMICS!

