

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

It is also the law in Texas:

- A student between the ages of 6 and 19 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted. A student enrolled in Pre-Kindergarten and Kindergarten are required to attend each school day. A student who enrolls after his or her nineteenth birthday is required to attend each school day. If a student nineteen or older has more than five unexcused absences, the District may expel the student. The student's presence on school property is then unauthorized and may be considered trespassing. School employees must investigate and report violations of the state compulsory attendance law. A student with excessive unexcused absences without permission from school, from any class, or from required tutorials, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of penalty by a court of law against the student and his or her parents.
- Absences shall be considered excused or unexcused. **Excused** includes those with a medical note signed by the attending physician, a funeral with an obituary, and other reasons as permissible by state laws. **Unexcused** includes truancy, family vacation, lack of proper documentation, etc.
- To receive credit in a class or be promoted to the next grade level, a student must attend at least 90% of the days the class is offered. The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year. A student who attends fewer than 90% of the days the class (each class period attendance stands alone) is offered cannot receive credit for the class unless the Attendance Review Committee finds that the absences are the result of extenuating circumstances, such as:
 - A temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent, including personal illness, or illness or death in the immediate family.
 - A family emergency or unforeseen or unavoidable instance requiring immediate attention.

If the committee determines that there are no extenuating circumstances, the student or parent may appeal the decision to the District's Board of Trustees by filing a written request with the superintendent.

For the purpose of credit, during a semester a student will be allowed nine (9) total absences. When more than nine (9) absences occur, students will be required to make up hour for hour each day or portion of days missed that exceed nine (9). Students will have the opportunity to make up those hours by attending school during times when school is not in session (i.e. before 8:00 am or after 3:30 pm). Saturday School will also be available at the end of each semester. Other requirements will be made available for students in grades 1-4 to make up for excessive absences. Students must adhere to the student dress code policy while attending Saturday School.

If credit is lost due to excessive absences, the Attendance Review Committee may decide how the student may regain credit. The Attendance Review Committee may allow a student with excessive absences to receive credit for a course by passing an examination. However, a student may not use this examination to regain eligibility to participate in extracurricular activities. A student may also be allowed to pay a fee not to exceed \$50 for costs of an educational program outside of regular school hours. The fee will be charged only if the parent or guardian signs a District-provided request form.

If a student has accumulated unexcused absences ten (10) or more days or parts of days within a 6-month period, the school attendance officer is required by law to file a referral in the appropriate court (Justice of the Peace or County Juvenile Probation Department – Texas Education Code 25.094(2b)--Texas Family Code 51.03(b)(2).

Please note:

- A student absent more than three class periods other than for a documented health care appointment will not be allowed to participate in school-related activities on that day or evening. The Principal will weigh extenuating circumstances on a case by case basis.
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. Each student that is absent will be given the number of days he or she was absent plus one extra day in order to complete assignments he or she missed due to the absence. These assignments are not counted as late work until the designated days have been exceeded. A student who does not make up assigned work within the time will receive a grade of zero for the assignment.

TARDY POLICY

GRADES 6-12 - For each individual class period during the same semester grading period, the discipline policy for tardiness is as follows: 1st and 2nd - warning, 3rd - D-Hall, 4 or more may result in more severe disciplinary action administered by the campus Principal.

Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.