



## Mary McLeod Bethune Campus Attendance Policy 2023-2024

- 7:30 am Campus admission, supervision, and Breakfast in the Cafeteria**
- 8:00 am - Instruction begins - students are considered tardy if not in the classroom by this time**
- 8:01 am - Tardy - students must come to front office for a pass**
- 8:21 am - Partial Day Absence excusable with official HealthCare note**
- 2:30 pm - Early student release ends**
- 3:20 pm - Dismissal**

**Absence** - A student with a late arrival/early release (missing 20 minutes or more) or missing a full day of instruction will be coded as absent/partial day absence. An official healthcare note will update the student's attendance for the time lost.

Email CRC ([brleon@dallasisd.org](mailto:brleon@dallasisd.org)) with an Official Document or Parent Note with the following information:

- **Student's name**
- **Teacher's name**
- **Reason for absence**
- **Date(s) of absence**
- **Parent contact number and or email**

Submit documentation within **3** days of absence.

### **Justified Absences**

- **Illness** - parent note will cover up to 5 consecutive days per policy
- **Medical/Dental Appointment** - healthcare/dental note required
- **Educational Appointments** - documentation from educational facility required
- **Death in Family** - service documentation - 3 days permitted by policy
- **Observance of Holy Day** - indication of Holy Day required

3 or more unexcused absences will trigger the Dallas ISD Truancy Department correspondence via letters, e-mail, and/or phone

[Truancy Quick Reference Guide](#)

**Attendance for Credit:** According to Texas State law, each student must be in attendance 90% of the days the class is offered. The implementation of the Attendance for Credit Initiative is to ensure all students are in attendance 90% of the time a class is offered to certify successful accrual of final grade.

Texas Compulsory Attendance Law-Official Notice and General Attendance Agreement Pledge

Per state mandate, our district must provide parents with the Texas Compulsory Attendance Law-Official Notice.

[Official Notice](#)

The state also mandates our district to request that parents/guardians complete



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and sign the General Attendance Agreement Pledge. The pledge is to be submitted to the campus as soon as possible. Please feel free to email the Pledge to Ms.Garcia at [brleon@dallasisd.org](mailto:brleon@dallasisd.org) in the Office of Attendance at Mary McLeod Bethune Elementary.

[Attendance Pledge](#)