MANOR ISD ATTENDANCE POLICY 24-25

Absences/Attendance

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws—one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a child's student's attendance affects the award of a student's final grade or course credit—are of special interest to students and parents. They are discussed below.

Compulsory Attendance

Age 19 and Older

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student age 19 or older has more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

Between Ages 6 and 19

State law requires that a student between the ages of 6 and 19 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument. A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

Prekindergarten and Kindergarten

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

Exemptions to Compulsory Attendance

All Grade Levels

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work.

These include the following activities and events:

- Religious holy days;
- Required court appearances for the student;
- Activities related to obtaining U.S. citizenship for the student;

- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus

- For students in the conservatorship (custody) of the state,
  An activity required under a court-ordered service pl or
  Any other court-ordered activity, provided it is not practicable to schedule the student's participation in activities outside of school hours.

As listed in Section I at Children of Military Families, absence of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

Secondary Grade Levels

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided this has been authorized by the board under policy FEA(LOCAL), the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and make up any work missed.

An absence will also be considered an exemption if a student 17 years of age or older is pursuing enlistment in a branch of the U.S. Armed Services or Texas National Guard, provided the absence does not exceed four days during the period the student is enrolled in high school and the student provides verification to the district of these activities.

Absences of up to two days in a school year will also be considered an exemption for the following:

- A student serving as an early voting clerk, provided the district's board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absence; and

- A student serving as an election clerk, if the student makes up any work missed.

- An absence of a student in grades 6–12 for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran will also be excused by the district.

Failure to Comply with Compulsory Attendance

All Grade Levels

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a re-evaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Age 19 and Older

After a student age 19 or older incurs a fifth unexcused absence, the district will send the student a letter as required by law explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

Between Ages 6 and 19 - Manor ISD Absenteeism Intervention Plan

Policy Overview

When a student between the ages of 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, or 10 or more days in a 6 month period, the school will take action to address the absenteeism. The plan aims to ensure parents are aware of their responsibility to monitor their child's attendance and to support the student in attending school regularly.

Intervention Steps

1. **Absence #3**

   Action: The district will send an initial warning letter notifying the parent that the student has missed three days within a four-week period.

   - **Objective**: To inform the parent of the attendance issue and work collaboratively to resolve it.

2. **Absence #4**

   Action: The district will send a notification to call the parent.

   Objective: To ensure direct communication with the parent to discuss the attendance issue.

3. **Absence #5**

   Action: A second warning letter will be sent to notify the parent that the student has missed two additional days (a total of five days).

   Objective: To reiterate the importance of attendance and work to resolve the issue of missing school.

4. **Absence #6**

   Action: The district will notify the parent that an Intervention Plan should be implemented.

   Objective: To work with the parent and student to address any issues or barriers affecting attendance and to improve attendance.

5. **Absence #8**

   Action: A request will be made to hold a parent/student conference.

   Objective: To discuss further interventions, remove barriers, and/or make a new plan to improve attendance.

6. **Absence #9**

   Action: A third warning letter will be sent notifying the parent that four additional absences have occurred (a total of nine days). This letter will also inform the parent of the possibility of filing procedures against the parent and/or student.

Objective: To discuss any further interventions needed to resolve the issue with absences and to warn of potential legal consequences.

7. **Absence #10**

Action: According to state law, if a student has acquired 10 or more days absent or parts of days, the parent and/or student may be filed for truancy. The student will be referred to the truancy office.

Objective: To enforce state truancy laws and take necessary legal action to ensure compliance with attendance requirements.

Additional Note

Truancy Court Referrals: Both the parent and the child can be referred to truancy court.

The parent or guardian can be referred to truancy court if the child is under 12 years old. A student aged 12 or older can be referred to truancy court.

By implementing this Absenteeism Intervention Plan, Manor ISD aims to proactively address attendance issues, provide necessary support to students and parents, and ensure compliance with state attendance laws.

Attendance for Credit or Final Grade (Kindergarten–Grade 12)

To receive credit or a final grade in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be notified of the hours owed and be held accountable to make up those hours. A plan will be created by the school principal. [See policy FEC.]

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at Exemptions to Compulsory Attendance will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.

- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. ·

- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.

- The committee will review absences incurred based on the student's participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under FM(LOCAL) if the student made up the work missed in each class.

- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.

- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.

- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade. The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

The actual number of days a student must be in attendance in order to receive credit or a final grade will depend on whether the class is for a full semester or for a full year.

Official Attendance-Taking Time (All Grade Levels)

Manor ISD Attendance Times
ALL Elementaries & MRA - 9:15
ALL Middle Schools - 10:10
MECHS, MHS, MSHS - 10:35
MNTHS - 10:05

Documentation after an Absence (All Grade Levels)

When a student is absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is age 18 or older or is an emancipated minor under state law. Manor ISD requires a written note from the parent to document a student absence. A phone call from the parent may be accepted, but the district reserves the right to require a written note. The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused.

Absences may be excused for four reasons:

1. Personal illness of the student
2. Death in the immediate family
3. School related absence for the student
4. Statutorily allowed reason under compulsory attendance laws (requires documentation)(i.e., college visits, religious holidays, military recruitment, election clerk, court appearances)

Note: Unless the absence is for a statutorily allowed reason under compulsory attendance laws (see reasons for exemptions), the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

Doctor's Note after an Absence for Illness (All Grade Levels)

Within three days of returning to school, a student absent for more than three consecutive days because of a personal illness should bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws. Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused.

Driver License Attendance Verification (Secondary Grade Levels Only)

For a student between the ages of 16 and 18 to obtain a driver's license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS. A verification of enrollment (VOE) and attendance form may be obtained from the office, which the student will need to submit to DPS upon application for a driver's license. Absences due to visits to DPS for a permit or license may only be excused with a copy of the permit or license issued on the date of the absence. Absences due to driving lessons or tests are not able to be excused unless a license was issued by DPS on the date of the test.

Religious Holy Days

TEA allow us to excuse absences for missed school for the purpose of observing religious holy days, including traveling for that purpose.Travel days for which the student is considered in attendance are limited to not more than one day for travel to and one day for travel from the site where the student will observe the holy days. To be considered a religious holy day, the day should be one generally recognized by the student's religious denomination as a holy day that is required to be observed by all members of that denomination on that specific date(s). Church retreats, camps, conventions, mission trips, pilgrimages, and individual religious rites (baptisms, christenings, bar mitzvahs, etc.) do not meet the criteria of a religious holiday.

Court Appearances

Absences due to student court ordered appearances require either a copy of the court order entered, a note from the court, or a note from the attorney.

Other Types of Absences

Absences due to vacations, passport appointments, private club athletics and **non-Manor ISD** sponsored events are considered unexcused absences, but you may still submit documentation of the absence to the Attendance Office for your student's attendance file.

General Statement for Extended Absences – Out of the Country:

If a student will be leaving the country for an extended amount of time, the parent/guardian has the following options:

*Withdraw the student and re-enroll when they return.

*Withdraw the student and enroll in an online school to continue the student's education.
*Withdraw the student and enroll in a school where they will be staying to continue the student's education.
*Leave the student enrolled in Manor ISD and incur unexcused absences.
*Students cannot complete online assignments for credit/attendance.
*Truancy measures may be filed.
*The unexcused absences incurred may put the student at risk for failure to meet the 90% rule, being retained, or not receiving credit for high school courses.
*Should you receive an attendance letter in regard to truancy, please contact the number provided on the letter for any questions/concerns you may have.

Excessive Absences can result in any, or all, of the following:

1. Loss of credit for a class, regardless of grade
2. Truancy charges filed against the student
3. Denial of TEA Verification of Enrollment (VOE) form
4. Grade level retention for the following school year