

PHILOSOPHY	It is the philosophy of the District and the State of Texas that regular student attendance is essential for students' academic achievement. It is important that communication and cooperation between the home and school be established. Parents are requested to phone the attendance office each time a student is absent from school. The school will contact those parents who fail to phone,
ABSENCES	Student absences in the District shall be given two classifications: excused or unexcused. All absences incur make-up privileges. [EIA(Local)] Procedures for attendance shall be uniformly administered across the District. Copies of the attendance procedures shall be made available to parents and students.
EXCUSED ABSENCE	<p>Illness of the student, death or severe illness in the family, religious holidays, quarantine, weather or road conditions making travel dangerous, or other extenuating circumstances shall be considered reasons for being absent.</p> <p>Students participating in school-sponsored or school-supported activities shall be considered excused but shall be responsible for making up all missed assignments.</p> <p>Parents shall be allowed a maximum of five (5) school days to contact the attendance office to excuse an absence or to present a doctor's note. Contact must be made with the attendance clerk or campus administrator.</p>
EXEMPTION LIST	<p>Students with chronic illnesses resulting in absence from school for short periods of time may receive exemption status subject to the following:</p> <ol style="list-style-type: none"><li>1. An application requesting exemption is submitted to the student's school.</li><li>2. A doctor's statement indicating a need for the exemption is secured and submitted to the student's school.</li></ol> <p>Exemption status will be granted upon receipt of the above information. Unjustified absences will result in the revoking of this exemption. Examples of chronic illnesses eligible for exempt status include asthma, diabetes, and congenital heart ailment.</p>
ABSENCES	Absences because of skipping, truancy or other unacceptable reasons shall be unexcused. Students absent because of work, a business trip, or a vacation will generally not be excused. The principal or designee shall use one or more discipline management techniques after each unexcused absence. A student shall not be suspended for being truant.

ADMISSIONS AND ATTENDANCE  
ABSENCE AND EXCUSES

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(REGULATION)

The time allotted for completing make-up work is one school day for each consecutive absence plus one day. For example, if a student is absent three consecutive days, the student will be allowed three school days plus one additional school day to complete the assignment(s) or four school days.

A grade adjustment will not be incurred (no penalty will be given) for make-up assignments completed by a student except for suspension. [See EIA(Local)]

**STUDENT TARDIES** Student tardiness is disruptive and is not tolerated in the District. Habitual tardiness shall result in disciplinary action.

At the PK/elementary level, the 7:45 a.m. bell indicates the beginning of the school day. Students entering the classroom after 7:45 a.m. shall be considered tardy. All tardies shall be posted to the student attendance accounting system.

**ATTENDANCE** Attendance for calculating the average daily attendance (ADA) for the District will be taken at the designated times indicated below with the exception of students learning remotely that meet the asynchronous criteria. Students may be counted present for the day if they are participating in a synchronous instruction at the official attendance taking time, have daily progress in a learning management system, daily progress via teacher-student interactions as defined by approved learning plan or completion/turn in of assignments from student to teacher (potentially via email, on-line or mail).

9:30 a.m. Elementary / Early childhood Centers

9:40 a.m. (2<sup>nd</sup> Period) Middle School

9:40 a.m. (2<sup>nd</sup> Period) High School

9:45 a.m. (3<sup>rd</sup>/4<sup>th</sup> Period) Early College High School

10:05 a.m. (2<sup>nd</sup> Period) Alternative Center / Youth Center

**PERFECT ATTENDANCE PK/ELEMENTARY** Students must be in attendance all day to receive the local "Perfect Attendance". Even though they may have been counted present for ADA funding purposes at the appropriate time, they must complete the entire day or half day, as applicable.

**SECONDARY** At the secondary level (grades 6-12), students must be in attendance in each class for the entire school day to be eligible for local perfect attendance recognition.

Students who are away from the campus on an approved school sponsored trip and under the supervision of a professional staff member

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of the District or an adjunct staff member are counted present for perfect attendance purposes.

ATTENDANCE FOR  
CREDIT GRADES  
9-12

An attendance committee may give class credit to a student who is in attendance less than 90 percent of the days the class is offered during any semester (grades 9 – 12)

ATTENDANCE  
FOR CREDIT  
GRADES K-8

In grades K-8, days of attendance in both semesters shall be combined for credit purposes. An attendance committee may give class credit to a student who is in attendance fewer than 990 percent of the days classes are offered during the school year.

CREDIT APPEAL

Written notice will be provided when a student's attendance in any class is in danger of falling below 90 percent of the days in a semester (grades 9-12) or below 90 percent of the days in a year in grades K-8. A second notice will be given when attendance falls below requirements.

When a student attends less than 90 percent of the days that class is offered for a semester (grades 9-12) or less than 90 percent of the days that class is offered for a year (grades K-8) then credit has been lost, regardless of extenuating (excused) or non-extenuating (unexcused) absences. Elementary, junior high and high school campus-level attendance committees will review the campus-level attendance records of all students who have lost credit due to absences. Attendance committees will assess each student individually and decide upon requirements (if any) for regaining credit.

STUDENTS WITH  
DISABILITIES

For students identified as students with disabilities, the admission, review, and dismissal (ARD) committee shall determine absences due to the disabling condition as extenuating circumstances. The ARD committee shall determine any modification necessary regarding work to be made up by the student with a disability in order to regain class credit lost because of the absences.