



HEBRON 9TH GRADE CAMPUS

2026-2027 ATTENDANCE POLICY

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.

LATE ARRIVAL

All students arriving after 8:50 a.m. *must* sign in at the Attendance Office. Students arriving with an official note (doctor's note, court note, DPS note, etc.) will receive an Admit to Class. Students arriving *without* an official note will receive a tardy detention or an unexcused absence. Failure to follow the check-in procedure will result in disciplinary action.

TARDY POLICY

The tardy period for the start of school is 8:50 to 9:10 a.m. After 9:10, a student is considered absent. Tardies will also be issued if a student is late to any class throughout the day. Discipline consequences for tardies are outlined below:

- **1-3 = Warning**
- **4-6 = Lunch Detention** will be assigned to students for each tardy.
- **7+ = In School Suspension** will be assigned for each additional tardy.
- **2nd Period tardies:** Due to being the State of Texas funding period, all 2nd period tardies receive a lunch detention.

ABSENCES

A student can be considered absent if he or she misses all or part of the school day, including late arrival and early pick-up. Under Texas law (TEC 25.092), a student must be present in each class for at least 90% (<5 absences in a 9-week period) of the days a class is offered. Students who don't meet this requirement, regardless of the reason for the absence or whether excused/unexcused, could lose credit in the class. Completion of a plan determined by the principal or campus attendance committee will be required to restore credit.

Under Texas law, a student who experiences more than 3 unexcused absences (full or partial day) in a four week period or 10 unexcused absences (full or partial day) in a 6 month period, may be referred to the court for **truancy**. This includes unexcused late arrivals and early pick-up. Charges may also be filed against the parent in these circumstances.

When your student is absent, we do appreciate a telephone call, but we *must* receive a written note or email from a parent/guardian for the absence to be excused. If your student went to a doctor appointment, court appearance, immigration appointment, Dept. of Public Safety, etc., valid documentation is required. Documentation for all absences is required within three (3) days of returning to school.

- Notes regarding absences can be delivered to the Attendance Office, faxed to 214-626-1633 or emailed to HHS9Attendance@lisd.net.
- The District will accept parent notes to excuse an illness or personal absence for no more than **5** full or partial day absences during the school year. After 5 parent notes, further absences will be considered unexcused unless a doctor note, court note or other valid documentation is provided.
- Makeup work/tests will be permitted for **excused** absences only. Students have one day (1) to make up work for each day of absence. Students will not receive credit for work on any day designated as an **unexcused absence**.
- There are no virtual options for students. Therefore students will be marked absent if they are unable to attend school in-person.

EARLY RELEASE

If your student needs to be released during the school day, please call the Attendance Office at 469-948-8701 at least one (1) hour prior to the time they need to leave. This is to ensure that we have time to locate them and issue a pass. **Students must have a pass from the Attendance Office to leave campus during the school day. Students leaving campus without a pass will be referred to their Assistant Principal for disciplinary action.**

Parents must come into the office and show proper ID to check their student out of school. Students are **ONLY** released to contacts listed in Skyward. If someone other than a Skyward contact is picking up a student, we *must* receive a phone call or email from the parent/guardian from a phone number/email that is on file in Skyward. (Always keep your Skyward Family Access up-to-date with current phone numbers.)

Any time a student returns to school from an absence or an appointment, they are required to check in through the attendance office, even if it is during a passing period or lunchtime with proper documentation.

PRE-PLANNED ABSENCES

While all student absences are identical in the eyes of the Texas Education Agency (see TEC 25.092 above) and subject to the 90% rule, parents have 5 preplanned absences in addition to their 5 emergency absences. To use a preplanned absence, simply notify the school 3 or more days before the absence. Parent preplanned absences are excused absences but can affect credit if they cause a student to violate the 90% rule stipulated by TEA..

SICK WHILE AT SCHOOL

Students who become ill during the day must report to the Nurse's Office. If a student leaves school due to illness without seeing the nurse, the absence will be counted as a Parent Note. If the nurse recommends the student be picked up after the student is assessed, the absence will be excused.

VERIFICATION OF ENROLLMENT

A Verification of Enrollment (VOE) is required for any student taking Driver's Education and/or applying for their driver's license. VOE's are provided for students who are enrolled at HHS9 **AND** do not violate TEC 25.092 (see above). Any student violating the 90% Rule will be ineligible to receive a VOE. VOE's must be requested from the front office 24 hours in advance. They are valid for 30 days, unless requested the last week of school. Those requested the last week of school will be valid for the entire summer.

FINAL EXAM STATEMENT

Students with excused absences during midterm/final exams may make-up their exams following their return to school, at a time arranged with the student's teacher and/or counselor. Mid-term/final exams will not be given to students in advance of the scheduled exam day.

If you have any questions or would like additional information, please refer to the HHS9 Student Handbook or contact our Attendance Clerk, Keshmira Bam at 469-948-8701 or bamk@lisd.net .