



# HEBRON HIGH SCHOOL

## 2019-2020 ATTENDANCE POLICY

Our goal is for students to be in class to benefit from teacher instruction and the overall classroom experience. Arriving to class on time further contributes to a positive learning environment.

### **ID POLICY**

Official School ID's must be worn at all times, on a lanyard and around the neck. Temporary ID's will be issued to students who do not have their School ID at a cost of \$1.00 each occurrence. New ID's may be purchased in the library for \$5. Additional consequences may be added if a student is non-compliant.

### **LATE ARRIVAL**

All students arriving after 8:20 a.m. must sign in at the Attendance Office. Students arriving **with an official note** (doctor's note, court note, college note, etc) will receive an Admit To Class; students arriving **without** an official note will receive a tardy (see Tardy Policy below for details). **Parent notes are not accepted during the tardy time (8:20 a.m. - 8:40 a.m.) to excuse an absence due to illness. Students signing in after 8:40 are officially absent.**

### **EARLY RELEASE:**

If your student needs to be released during the school day, please call the Attendance Office 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. If your student will be driving, we **must** receive a telephone call from a parent or guardian for verbal confirmation that the student is allowed to drive off campus. **Students must have a pass to leave campus during the school day. Students leaving campus without a pass will be reported to their Assistant Principal.**

Parents arriving at the school to check out their student must show proper ID. If someone other than the parent/guardian is picking up a student, we **must** receive a phone call from the parent/guardian from a phone number that is on file in Skyward. **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.**

### **SICK WHILE AT SCHOOL**

Students who become ill during the day must report to the Nurse's office. It is an **unexcused absence** to leave for illness without going through the nurse, even if a parent's note is received. Students may not call or text parents to go home if they are not feeling well.

### **ABSENCES**

When your student is absent, while we appreciate a telephone call, we must receive a written note or email from a parent/guardian for the absence to be excused. If your student went to a health care professional, court appearance, immigration appointment, college visit, 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 (972)350-9258 or emailed to your Attendance Counselor.
- Only eight (8) parent notes per school year will be excused.
- Make-up 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.**

### **PRE-PLANNED ABSENCES**

To submit a request for a pre-planned absence of two (2) or more days, complete a *Pre-Planned Absence* form and submit to the Attendance Office. To access the form, click [HERE](#) or contact your Attendance Clerk.

## COLLEGE VISITS

Juniors and Seniors are allowed two (2) college visits per school year by the State of Texas. For a college visit to be allowed, we **MUST** receive a letter from the college, on their letterhead, that includes the student's name, date of the visit and be signed by a college official. For more information, click [HERE](#) or contact your Attendance Clerk.

## 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 HHS with good attendance. Any student violating the 90% rule will be ineligible to receive a VOE. VOE's may be requested from the Attendance Office 24 hours in advance.

## TARDY POLICY

Our goal is student success, and we believe students have the best opportunity to achieve this if they are in class, ON TIME, to take advantage of all our teachers have to offer. Discipline consequences for tardies are outlined below.

- 1<sup>st</sup> - 3<sup>rd</sup> tardies: Student will receive a warning.
- 4<sup>th</sup> - 6<sup>th</sup> tardies: Students will be assigned a block lunch detention that must be served within 48 hours of receiving it. If not served, student will receive one (1) day of PAS for each detention not served.
- 7<sup>th</sup> + tardies: Student will receive one (1) day of PAS for every tardy over seven (7).

## LOSS OF CREDIT

*Texas Education Code Section 25.092* states that a student must be in attendance for 90% of a grading period in order to receive credit for each class. If a student accumulates six (6) or more absences in a nine-week grading period, they have exceeded the 90% rule and have lost credit for the nine weeks. In order to regain credit, students will be required to meet with the Attendance Review Committee. The Attendance Review Committee will be responsible for devising an Attendance Plan for each student based on his/her circumstances. If Attendance Plans are not completed, students will lose credit for those classes that the 90% Rule has been violated. ANY STUDENT VIOLATING THE 90% RULE WILL NOT BE ELIGIBLE TO RECEIVE A VERIFICATION OF ENROLLMENT (VOE).

If you have any questions or would like additional information, please refer to the HHS Student Handbook or contact your Attendance clerk.

## HHS Attendance Office Staff

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