



HEBRON 9TH GRADE CAMPUS

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.

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, 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 8:20 to 8:40 a.m. After 8:40, 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. Detention must be served within 48 hours of receiving detention. Failure to serve will result in additional discipline.
- **7+** = **In School Suspension** will be assigned for each additional tardy.

ID POLICY

Official School ID's must be worn at all times on a lanyard around the neck. Temporary ID's will be issued to students who do not have their School ID before school until 8:10 at no charge. If a student is without an ID after 8:10, the student will be fined \$1 and must receive a temporary ID. New ID's may be purchased in the library for \$5. Additional consequences may be added by the administration if a student is non-compliant.

ABSENCES

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 nixa@lisd.net
- The District will accept parent notes to excuse an illness, personal or pre-approved absence for no more than **8** full or partial day absences during the school year. No more than 6 of these absences may occur in a semester. After 8 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*.

EARLY RELEASE

If your student needs to be released during the school day, please call the Attendance Office at 469/948-8701 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 the parent/guardian for verbal confirmation that the student can drive off campus. **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 in to the office and show proper ID to check their student out of school. 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. (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.

(see other side)

PRE-PLANNED ABSENCES

A student may be granted five (5) days per school year for an obligation other than illness, medical appointments, funerals for immediate family members, and school-sponsored trips. **Please note that these absences will count toward Loss of Credit (see below) and will not be granted during state-mandated assessments.** These absence WILL count toward the parent note excuse total of 8, full or partial day absences in a school year. However, no more than 6 parent notes may be used in a semester. To submit a request for a pre-planned absence, please contact the Attendance Clerk.

SICK WHILE AT SCHOOL

Students who become ill during the day must report to the Nurse's Office. The absence will be counted as a Parent Note if a student leaves school for illness without going through the nurse.

LOSS OF CREDIT

Texas Education Code Section 25.092 states that a student must be in attendance for 90% of a grading period to receive credit for each class. If a student accumulates six (6) or more absences (**whether excused or unexcused**) in a nine-week grading period, they have exceeded the 90% Rule and have lost credit for the nine weeks. To regain credit, students will be required to meet with the Attendance Committee. This committee will be responsible for devising an Attendance Plan for each student based on his/her circumstances. If the Attendance Plan is not completed, the student will lose credit for those class that the 90% Rule has been violated. **Any student violating the 90% Rule will not be eligible to receive a Verification of Enrollment (see below).**

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 enrolled at HHS9 with good attendance. 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.

TRUANCY

Truancy Conduct procedures will be initiated for any student and/or parent when three (3) unexcused absences in a four-week period or 10 unexcused absences in a six-month period are incurred.

FINAL EXAM STATEMENT

Students with excused absences during mid-term/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, Amy Nix at 469/948-8701 or nixa@lisd.net.