

ATTENDANCE POLICIES AND PROCEDURES

Please remember that student attendance is crucial to learning and their success. We do ask that appointments be scheduled outside of the regular school hours as much as reasonably possible. The school day at LHS begins at 8:20 a.m. and ends at 3:35 p.m. Tardies are defined as arriving within the first 20 minutes of a class start time. Arriving after 21 minutes is an absence.

COMPULSORY ATTENDANCE

- Your student is expected to be at school each and every day to comply with the state law for attendance. They must attend school from the age of 6 to graduation from high school or the age of 19. As their parent or legal guardian you are required to comply with the law as well. Failure to follow TEA Attendance guidelines may result in legal action for the student and/or parent. Please note that not all reasons for an absence or tardy are allowed by the TEA and will not be excused by LHS. Excused absences include the following with valid documentation, but not limited to:
 - Religious holy days
 - Required court appearances
 - Activities related to obtaining United States citizenship
 - Up to two (2) days related to visiting a college or university
 - Documented health-care appointments

- Examples of Unexcused absences include the following, but are not limited to:
 - Personal business
 - Hair or Nail appointments
 - Senior picture appointments (they should be scheduled during the summer)
 - Translating for a parent at a doctor's appointment (unless the student's name is on the doctor excuse form filled out by the doctor's office and signed by them)
 - Taking a sibling to school
 - Oversleeping
 - Missing the bus
 - Taking a relative or parent to the airport
 - Job Interviews

Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district and LHS are not required to excuse any absence.

ABSENCES

- When your student is absent, you are required to notify their Attendance Clerk by phone or email on the morning of the absence. You should also send a parent note with your student when they return, so they may get an Admit to class from their Attendance Clerk. If they went

to a health care professional appointment, court appearance, PO required meeting, Immigration appointment, College visit, etc. they need to provide valid documentation provided by said entity. Please note you are required to provide documentation for any and all absences within three (3) days of any absence. Failure to do so will result in zeros (0) for all assignments collected for the day.

- A student absent for more than four (4) consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition. No documentation will automatically result in unexcused absences and will be considered in violation of compulsory attendance laws.

College Visits

- The TEA allows up to two (2) college visits for juniors and seniors per school year. A letter on college letterhead stating the student was there is required. Please note an agenda, letter, email, etc. stating they look forward to seeing you in the future is not acceptable. It must state the student had been present at the institute of higher learning to qualify and this does not count against perfect attendance or count towards loss of credit.

LOSS OF CREDIT

- To receive credit in a class, a student must attend at least ninety (90) percent of the school days a class is offered. A student attending less than ninety (90) percent of school days will lose credit for the class and will be required to complete an Attendance Plan given to them by the Attendance Committee to regain credit. This can include, but is not limited to teacher tutorials, Wednesday school, Saturday school, and/or other assignments issued by the Attendance Committee. Students will automatically lose credit after their fourth (4th) or fifth (5th) absence in a 9-week period. The number of absences allowed each 9 weeks depends on the number of days in the 9 week period. ALL ABSENCES, WHETHER EXCUSED OR NOT EXCUSED WILL COUNT TOWARD LOSS OF CREDIT. See Loss of Credit Plan for details.

ARRIVING LATE

- Students arriving after 8:20 will line up in the lobby to receive a tardy detention. Students signing in with a parent note will be issued a tardy detention and then should present the note to their Attendance Clerk during a passing period or during block lunch. Students arriving after 8:20 with a medical note will proceed to their Attendance Clerk to sign in and receive an admit to class. Students receiving a Lunch Detention are required to serve it within 2 days during A Block lunch.

LEAVING CAMPUS

- Students needing to leave campus before 3:35 are required to present a parent note stating the reason for leaving early with a current parent phone number to their Attendance Clerk and sign

out. They will be given an Off Campus Pass that they will then present to the Main Office and sign out again. Failure to adhere to this policy will result in disciplinary action.

- Parents coming into LHS to pick up their student during the school day are required to show a valid id to the Main Office and state the reason for leaving early. Please be aware that it could take up to 20 minutes to locate your student, send them to their Attendance Clerk and then to the Main Office, especially during passing period, in a PE or Athletic class, or lunch time. So, please plan accordingly. It is recommended that you send a note with your student at the beginning of the school day. You may call into your Attendance Clerk to speed up the process should an emergency arise after the school day has started. Again, failure to adhere to this policy will result in disciplinary action. The TEA requires a student signature when arriving late or leaving early.

NURSE AND BECOMING ILL AT SCHOOL

- If your student becomes ill during the school day, they should obtain a Nurse pass from their teacher and go immediately to the School Nurse. The School Nurse will evaluate them and contact the parent/guardian to discuss options. They should not call or text a parent or guardian to come pick them up. Failure to follow this LISD policy will result in an unexcused absence.

REQUESTING HOMEWORK WHEN OUT

- A parent may request homework assignments on the 3rd consecutive day the student is absent. Most assignments are available on a daily basis on the teacher's web site. Please allow twenty-four (24) hours for assignments to be collected by the Main Office. It is recommended you call before coming in to pick up the work. You should also turn in documentation at this time for your student's absence.

PERFECT ATTENDANCE

- High School perfect attendance is defined as being present every period of every day, **and** not having **any** unexcused tardies to the first class of the day. LHS is on the block schedule and offers 4 classes each day and attendance is taken every class period. Students who are absent for religious holy days or medical appointments (with valid documentation) cannot be denied perfect attendance if the student has made up all the missed school work. Going to the Department of Motor Vehicles or being absent due to being exempt from finals will count as absences and will disqualify a student from perfect attendance.

PLANNED ABSENCE REQUEST

- A student may be granted a total of (8) days per school year for an obligation not addressed in the **COMPULSORY ATTENDANCE** section above. However, only 6 days may be excused in one semester. At least one week prior to the absence, the student should go to their Attendance Clerk and request a "Pre-Approved Trip Form". You can also find this form on the LHS website. This must be filled out completely, returned to the student's Attendance Clerk, and then an email to the Principal (kajsj@lisd.net) explaining the request reason should be sent by the parent. These absences will count towards **Loss of Credit** as stated above. Approved absences will not be granted during state mandated assessments or if a student would lose credit due to the absences. This form is not necessary for college visits unless the student has already taken two (2) college visits within the current school year and turned in notes on college letterhead.