

2016 - 2017

Attendance Expectations, Policies, and Procedures

Mrs. Ross, Principal
Mrs. Davis, Assistant Principal
Mrs. Knape, Assistant Principal
Mrs. Seyl, Assistant Principal
Ms. Crippin, Attendance Improvement

Student Responsibilities

- ▶ Attend school daily
 - ▶ As a student, school is your job and just like a job you are expected to be here every day.
- ▶ Be on time
 - ▶ Classes begin at 7:15. You are expected to be in your classroom ready to learn when the bell rings. If you are more than 15 minutes late to a class you are considered absent!
- ▶ Official campus attendance is at 8:45 a.m. daily; however, attendance is taken each day in every class (all 7 periods).

What To Do If I Miss School...

What happens when you miss school?

- ▶ If you are absent from any of your classes throughout the school day, ***you are required to turn in a medical note or a parent note.***
 - ▶ Parent notes will be accepted for up to three school days after you return to school.
- ▶ If you miss **four or more consecutive days** of school, a **medical note** will be required.

*****WARNING - If you are absent from class as a result of truant behavior, they will be unexcused with or without a note.**

Early Release Procedure

- ▶ You must be signed out by a parent before you can leave campus for any reason.
- ▶ If a parent plans to pick you up early, you are still required to sign out through the front office anytime you leave campus.

*****WARNING - If you leave campus without signing out through the front office you will be considered truant. You will receive consequences from your principal, and any absences accrued will remain unexcused!**

Late Arrival Procedures

- ▶ If you arrive after 7:15am to school you must sign in at the front office.
- ▶ You will be required to turn in a note within three school days or the absence will remain unexcused.

***WARNING - If you arrive late to school without signing in at the front office you will be considered truant. Absences will remain unexcused!

Compulsory Attendance

- ▶ **What compulsory means....**
 - ▶ Compulsory is defined as something that is “required by law or a rule”
- ▶ You are required by state law to attend school.
- ▶ State law does not recognize the following reasons for missing school:
 - ▶ Sleeping in/waking up late
 - ▶ Going to work
 - ▶ Missing the bus
 - ▶ Car trouble
 - ▶ No transportation
 - ▶ Family emergencies
 - ▶ Vacation/Out of town

Failure to Comply with Compulsory Attendance

- ▶ Texas Education Code Section 25.094 defines failure to attend school as an individual who “fails to attend school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period”
 - ▶ At the age of 13, you can be charged with Failure to Attend School and mandated to appear before a judge. If you are under the age of 13, your parent will need to appear for you.
 - ▶ This offense can carry a punishment of probation, community service, and even a fine up to \$500.00.

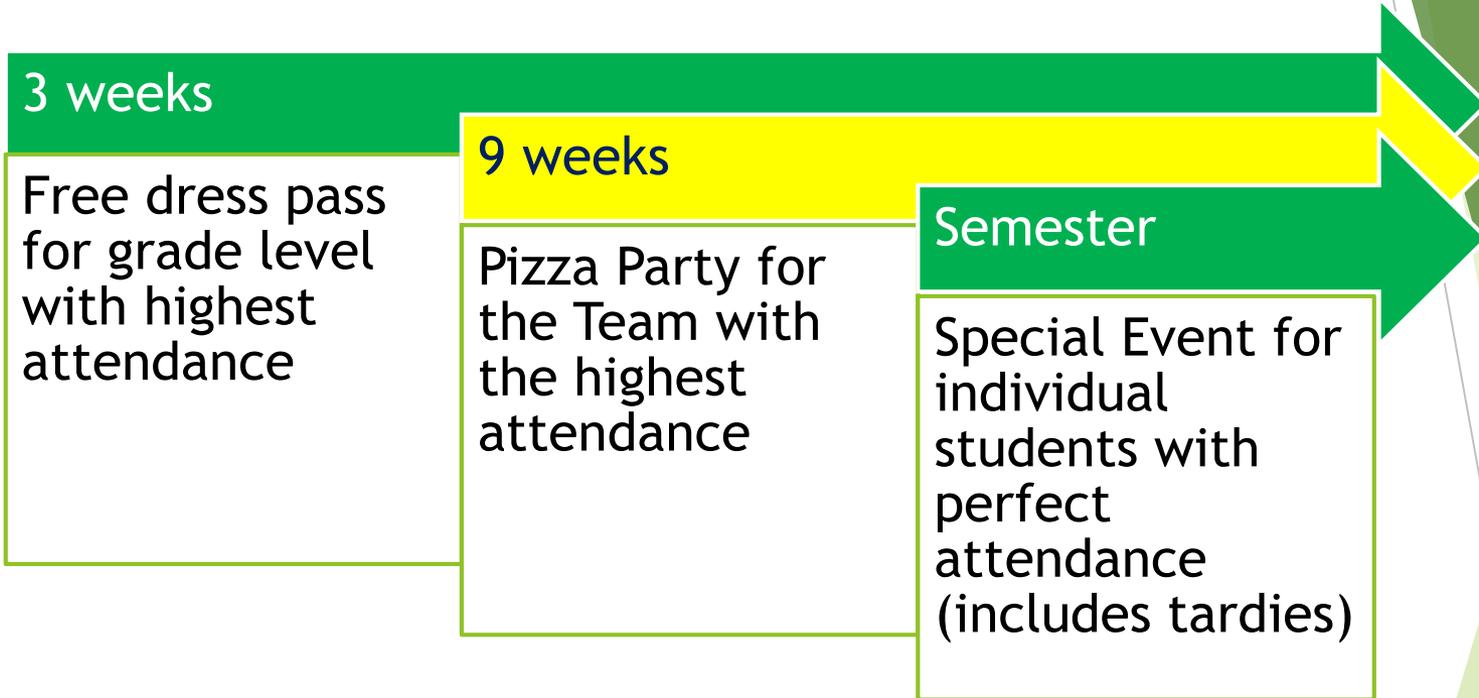
95/5 Attendance Rule

- ▶ Students are required to attend each of their seven classes 95% of the time in order to receive credit *regardless of their grade.*
- ▶ If you are marked absent from any class more than 5% of the time during the semester, you will not receive credit for that class.

Junior High School

- ▶ Attendance is taken each class period.
- ▶ You will be marked present or absent 7 times a day (each class period).
- ▶ Official attendance for the campus is at 8:45 a.m. daily.

Incentive Timeline



** There will be drawings throughout the year to win a variety of items like tablets and gift cards. Student - Must be present to win.

Incentive Program

▶ Every 3 weeks (Grade Levels)

- ▶ There will be a competition amongst grade levels. At the end of every three weeks, the grade level with the highest attendance average above 96.5% will receive a free dress pass.

▶ Every 9 weeks (Teams)

- ▶ The team with the highest attendance average above 96.5% will receive a pizza party.

▶ Each semester (Individual Student)

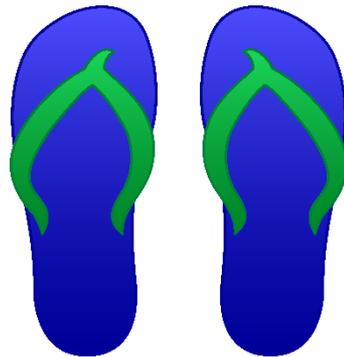
- ▶ There will be a special event for each student with perfect attendance (including no tardies) for the semester.

▶ Select Days

- ▶ There will be drawings throughout the year to win a variety of items like tablets and gift cards. Student - Must be present to win.

Every THREE weeks

- ▶ A leader board will be posted in the main hallway displaying the attendance average for each grade level. This will be updated weekly.
- ▶ At the end of every three weeks, the grade level with the highest attendance average above 96.5% will receive a free dress pass.
 - ▶ Free dress passes include: flip flops, sweatpants, hats, etc. Each pass will state what is allowed on a specific day.



Every NINE weeks



- ▶ A pizza party will be given to the team with the highest attendance average above 96.5%.
- ▶ You DO NOT want to miss out on attending the 96.5% Special Event.
 - ▶ Every 9 weeks, all students who have an attendance average of 96.5% or higher will be able to attend the Special Event **DURING** the school day.



Every day matters!!!

- ▶ It is important to make sure you are here each day.
- ▶ You don't want to miss out on receiving incentives!