

Attendance

The Attendance Office monitors absences. Upon returning to school after an absence, students must get a permit from the Attendance Office. **A note from the parent/guardian stating the reason for the absence must be submitted to this office within three days of returning to school. Failure to submit a note will result in an unexcused absence.** Absences of more than 5 consecutive days require a doctor's note. Students may be returned to their zoned school for excessive absences.

The only acceptable excuses for absences and tardiness are personal illness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, participation in off-campus activities with prior permission of the principal, emergencies or unusual circumstances recognized by the principal.

Be on time to class! Tardiness will be monitored by your teachers. Three tardies may result in detention or a conduct cut. Excessive tardiness may result in detention, conduct cuts, disciplinary probation or other consequences, including possible exit from HSPVA.

Unexcused Tardies

HSPVA staff will check tardiness as carefully as absences. Three unexcused tardies within a grading period will result in a conduct grade of "**S**". Six unexcused tardies will result in a conduct grade of "**P**."

College Visits

HSPVA will excuse a *maximum* of two days for college visits under the following circumstances:

- The student is a senior whose grade point average and test scores are acceptable to the institution being visited;
- The student has a current average of at least 75 in academic courses and 77 in art, and exemplary conduct;
- Verification of the appointment is provided by the parents in advance of the absence(s);

- Work missed is made up at the convenience of the classroom teachers.

Entering or Leaving the Premises

Students who arrive after 7:50 AM must sign in at the attendance office before entering the 1st period class. **No student is permitted to leave campus once they have arrived on campus until the end of the school day without a verifiable request in writing or by telephone from the parent/guardian. In every case, final permission to leave campus must be granted by an administrator. Leaving the school grounds, or going to a car on or off campus without permission is a violation of the HISD Code of Student Conduct and the HSPVA Entrance Agreement. A student may be referred to a Disciplinary Alternative Educational Program or returned to his/her zoned school for violating this rule.** If a student becomes ill at school, he/she may be excused to go home or to see a doctor after the parent/guardian has been notified by school staff. In the interest of safety for all students, calls to parents regarding illnesses are to be initiated by school staff. Students are NOT to call parents on their cell phones to ask parents to come to school. All dentist and doctor visits must be verified. The attendance office will issue a permit when the student signs out. Students must check out through the Attendance Office and check back in upon return to campus.