

10901 Sandpiper Dr. Houston, TX 77096 Tel: 713-778-6720

**Compulsory School Attendance Policy**

At Halpin attendance is a priority. The school year is only 180 days, and a student will be considered **chronically absent when he/she accumulates ten absences (continuous or accumulated.)** When your child is absent, please provide a doctor’s excuse or a written statement of the reason for the absence. “Car trouble,” “woke up late,” and “bad weather” will not be considered as an excused absence if they are frequently presented. Please make transportation arrangements to be sure your child comes to school every day on time. Texas State Law requires that your child attends school **every day and on time** for the duration of the school program.

At Halpin we have developed a system to keep track of students’ attendance. These are the steps that will take place in the event that your child is absent or arrives to school late repeatedly.

1. **Phone call** by classroom teacher when your child is absent.
2. After 4 unexcused absences, a letter requesting a **conference** with the classroom teacher or a member of the Attendance Committee.
3. After 7 unexcused absences, an **attendance contract** will be developed and signed by parental guardian.
4. After 10 unexcused absences, a **home visit** will be conducted by a Houston Independent School District Truancy Officer and **referral** of your child’s chronic absences to HISD court. The student’s parent or legal guardian is subject to prosecution under TEC 25.093. Conference with school administrator will take place. *Removal from academic program is possible.*

Please keep the following recommendations in mind when your child is sick:

1. Bring your child to school for an assessment by our school’s nurse.
2. Take your child to the doctor and bring a medical excuse **the same day** to the front office in order to have your child marked **present – medically excused.** If the medical excuse is brought the day after the absence, your child will be marked absent with an excuse. Absences will go on your child’s records even when you bring an excuse.
3. Consult your doctor on how to improve your child’s immune system. She/he will be able to provide you professional information on how to help your child be healthier. Many students become frequently ill when they come to school for the first time.
4. Consider setting up doctor appointments **only in the afternoon**. Your child will be marked absent if he/she comes to school without a doctor’s note.

**This policy is for your records. Please sign and return the acknowledgement sheet following this letter.**