



ATTENDANCE POLICY

Absences – School Notification

ALL students enrolled in HISD that also includes pre-kindergarten and kindergarten must follow the State Guidelines. The Houston Independent School District enforces the Laws relating to school attendance listed below, which are taken directly from the Texas Education Code.

This notice is to make it clear to the parents that you are responsible for ensuring that your child attends school each day. Always send a Note with your child when he/she returns to school so that we can determine if the absence is excused or unexcused.

The Texas Education Code states:

1. State Law TEC §25.095 requires a school to notify a student's parent or legal guardian if the student is absent from school *three days or parts of days* in a four-week period, without parental consent, or is absent without an excuse for ten or more days in a six-month period:

- (a) The student's parent or legal guardian is subject to prosecution under Section 25.093; for failure to require to attend school .
- (b) the student is subject to prosecution under Section 25.094.
that if a student fails to attend school without an excuse on ten or more days or parts of days in a six-month period in the same school year, a school district shall:

2. Section 25.0951 requires the district to:

- (a) File a complaint against the student's parent or legal guardian both, in a justice or municipal court for an offense under Section 25.093 or 25.094 or
- (b) Refer the student to a juvenile court for conduct indicating a need for supervision under Section 51.03(b)(2), Family Code.

3. It is the parents or legal guardian duty to monitor the student's attendance, required to attend school, and to request a conference with a school official to discuss the absences. The parent is subject to prosecution under Section 25.093. for failure to require the child to attend.

Tardies – Are They Absences?

Attendance is taken at 10:00a.m. You can notify the school at 713-535-3780

If excessive tardies are an issue a letter will be sent home regarding tardiness.

Unexcused tardies are **not** converted to unexcused absences. Tardies are considered a **disciplinary issue**.

Excessive tardies and absences can be a cause for a Magnet release.

Absent – What to Do

Students who have been absent or tardy must present a **written excuse** from the parents or guardian when they return to school. Excuses for absences and tardies are

- personal illness
- sickness or death in the family
- quarantine
- weather or road conditions making travel dangerous approved by HISD
- participation in school activities with permission of the principal
- juvenile court proceeding documented by a probation officer
- or "any other cause acceptable and approved by the principal, or superintendent"

Written excuses for absences or tardies should be in the school's possession no later than **three school days** after the date of the absence or tardy. The three-day period shall begin with the day the student returns to school.

Absent – Making Up Work

Students **must** be given the opportunity to make up work missed due to all absences. Reasonable time frames for the completion of assignments must be established.

***My signature indicates that I have read and understood the HISD Attendance Policy**

Students Name

Date

Parent Signature