

Sugar Grove Academy Attendance Policy for Students

All students in HISD are expected to be in attendance in all their classes and to take advantage of the opportunity to learn and to pass their courses. To make that expectation clear to students and their parents, HISD, as allowed by the state, has a more stringent policy which requires that a student in a school with:

- 1) a conventional (regular) 18-week per semester schedule may not have more than four unexcused absences per 18-week semester term to receive class credit;
- 2) a 9-week accelerated black schedule may not have more than two unexcused absences per 9-week term to receive class credit; or
- 3) an 18-week per semester, every-other-day, schedule may not have more than two unexcused absences per 18-week term to receive class credit. This includes middle school students enrolled in semester credit and semester noncredit courses.

Middle school students in yearlong courses which meet every day may have no more than eight unexcused absences to be considered for promotion.

Middle school students in yearlong courses which meet every other day may have no more than four unexcused absences to be considered for promotion.

The intent of the district policy is to encourage students who exceed the absence limit and are in a position to be denied credit to stay in school.

Absence Permits

Students are to bring a note indicating the reason for the absence or tardy, signed by the parent/guardian. The excuse note must be received by the school within three days after the absence or tardy. All notes are to be submitted to the attendance clerk. Notes may also be turned in to the Visitors' Window. The attendance clerk will keep the note on file and correctly enter the attendance code into the system.

Late Arrivals

Students arriving late to school in the morning must present a written excuse to the Attendance office. After three tardies, the Attendance Office will notify parents of consequences for continued tardiness such as: administrative detention, ticketing for truancy, or removal of student privileges.

Excuse to Leave Early

Parents may sign the student out of school during the day from the visitors' office. Only an approved parent/guardian is permitted to check a student out of school. Students are to bring documentation of the early dismissal the following day.