

## **ATTENDANCE**

### SCHOOL OPERATING HOURS

The school's main office is open between 7:30 a.m. until 4:30 p.m.

### DAILY ATTENDANCE

Regular daily attendance is expected of all students as frequent absences from school have a critical bearing on their educational and emotional social progress. Arrival to campus after 8 a.m. will result in a tardy to 1<sup>st</sup> period.

If a student is tardy, he/she must enter through the school's front entrance and report to the main office to obtain a tardy pass. Appointments with doctors and dentists should be planned during vacation periods, after school hours or on weekends. If a student has to leave school early, their parent/guardian must sign them out of the front office and later provide a note to justify early release. Students will not be released to anyone that isn't listed on the child's emergency card. Identification will be requested.

In the event of an unforeseeable emergency and/or illness, please come and get your child's homework so that it can be made up to avoid receiving a zero for missing day(s).

### COMPULSORY ATTENDANCE

Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents:

The state compulsory attendance law requires that a student between the ages of six, or who is younger than six and has been previously enrolled in first grade, and who has not yet reached age 18 must attend school and certain school-required tutorial sessions unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission - including absence from any class, required special programs, or required tutorials - will be considered truant and subject to disciplinary action.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. If a student 18 years of age or older has more than five unexcused absences in a semester, the school may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

Notice to Parents:

Under TEC §25.0915, if a student has three or more unexcused absences for three or more days or parts of days within a four-week period but less than 10 or more days or parts of days within a six-month period, the district shall initiate truancy prevention measures.

Under Texas Education Code § 25.095(a), you are hereby notified that if a student is absent from school on ten or more days or parts of days within a six-month period in any one school year, the parent is subject to prosecution under Texas Education Code § 25.093 and the student is subject to prosecution under Texas Education Code § 25.094 or to referral to a juvenile court in a county with a population of less than 100,000 for conduct that violates that section.

#### ATTENDANCE FOR CREDIT

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days.
- If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

If credit is lost because of excessive absences, the attendance review committee will decide how the student may regain credit. If the committee determines that there are no extenuating circumstances and that credit may not be regained, the student or parent may appeal the committee's decision to the Board of Directors by filing a written request with the Chief Executive Officer within 15 days of the last day of the semester. The appeal will then be placed on the agenda of the next regularly scheduled Board meeting. The CEO or designee will inform the student or parent of the date, time and place of the meeting.

## **ABSENCE AND TARDINESS**

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence within 5 working days of the absence. The note must be signed by either a parent or guardian, or the student if the student is over the age of 17 or emancipated. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older or emancipated. In addition, parents may choose to use digitized absence forms found through the school website. All portions of the form must be signed and parents must verify completion their completion of the form by phone.

## **TYPES OF ABSENCES**

El Paso Leadership Academy recognizes two kinds of absences: excused and unexcused. Students and parents should read this section carefully to understand the school’s expectations. Students and parents should also be aware of the school’s policy regarding homework, quizzes, and tests following an absence.

### EXCUSED ABSENCES

An absence will be considered excused if the absence is for one or more of the following reasons:

- Appearing at a governmental office to complete paperwork require in connection with the student’s application for United States citizenship.
- Documented health care appointments, if the student begins classes or returns to school on the same day as the appointment.
- Family emergency in regards to illness or death.
- Juvenile court proceedings documented by probation officer.
- Observing religious holy days.
- Personal illnesses that do not exceed three consecutive days. Illnesses that extend beyond three days will require a doctor’s note.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- Serving as an election clerk.
- Taking part in a student’s United States naturalization oath ceremony.
- Temporary absence resulting from any cause acceptable to both the CEO and CAO.

The school will also excuse a student from attending school for travel under the following circumstances:

- Appearing at a governmental office to complete paperwork required in connection with the student’s application for United States citizenship;
- Attending a required court appearance;
- Observing religious holy days;
- Serving as an election clerk; or

- Taking part in a United States naturalization oath ceremony.

Any student participating in an activity listed above will be allowed one day's excused absence for travelling to the activity and one day's excused absence for returning from the activity.

### UNEXCUSED ABSENCES

Any absence not listed above will be considered an unexcused absence. Examples of unexcused absences include, but are not limited to:

- Car trouble or traffic;
- Failure to bring a written note or verified digitized note within five school days following an absence;
- Leaving school without the permission of the Campus Administrator or other administrator;
- Oversleeping;
- Personal business and vacations

### **MAKE-UP WORK**

A student will be permitted to make up tests and turn in projects due in any class missed because of absence. For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

A student who does not make up assigned work within the time allotted by the teacher may be assigned Commitment Time until work is completed.

### **DOCTOR'S NOTE AFTER ABSENCE FOR ILLNESS**

A student absent for more than three consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school upon returning to school.

### **EXCESSIVE ABSENCES**

Students with 3 or more unexcused absences for any part of the school day will receive a warning through written notification from the campus and must take part in a truancy prevention plan.

Students with 5 or more unexcused absences will receive a phone call and electronic message to set up an in-person or phone conference.

Students with 7 or more unexcused absences will receive a visit at home from school administration to follow up on the assigned truancy prevention plan.

Students with 9 or more unexcused absences will be required to attend a mandatory Saturday tutoring workshop to complete missing work. Parents will also be required to attend.

## **PARENT ABSENCE**

If parents plan to be out of town, we require a written note that contains the names of those individuals in charge of your child prior to your departure, as well as a telephone number for where the parents may be reached. This contact information must be provided to the main office.