

SECTION III

ATTENDANCE

***** TRUANCY WARNING NOTICE *****

RED OAK PUBLIC SCHOOLS ATTENDANCE OFFICE

NOTICE: Laws governing Compulsory Attendance in Texas Schools

OFFICIAL NOTICE TO THE CHILD AND PERSON(S) STANDING IN PARENTAL RELATION TO THE CHILD.

The State of Texas requires that, unless exempt by Section 25.086, a child who is at least six years of age, or who is younger than six years of age who has previously been enrolled in first grade, and has not yet reached the child's 18th birthday shall attend school. [Education Code 25.085 (b)]

Students are expected to be present and punctual for all classes throughout the year. Parents have the responsibility and duty to monitor the student's school attendance and require the student to attend school regularly. When sickness or higher obligation necessitates an absence, a parent note is required to excuse the absence and prevent prosecution under Section 25.093 and 25.094.

Any child not exempted from the compulsory attendance law may be excused for a temporary absence resulting from personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, any other unusual cause acceptable with prior written permission from parent and approval from the Superintendent or the Principal of a school in which the student is enrolled. Excused absences are not counted when determining the number of absences that trigger a referral or complaint for failure to comply with the compulsory attendance requirements (unexcused absences only). Both excused and unexcused absences are counted in determining whether a student is in compliance with the attendance requirements for class credit (90% Rule).

Compulsory Attendance will be enforced according to Education Code 25.0951 and students and/or parents are subject to prosecution. A **"Failure to Attend School" Offense** may be filed against any juvenile if the child has 10 or more days or parts of days of unexcused absences in a six month period or three or more days or parts of days of unexcused absences in a four week period. It is a Class C Misdemeanor and carries up to a \$500.00 fine. When a child has engaged in truant conduct, a justice or municipal court judge may order criminal sanctions against the child and or parents. The 1993 Legislature revised truancy laws under House Bill 681 and the court is required to summon the parent or guardian to appear at any hearing on the matter. Failure to appear by the parent/guardian is a class C Misdemeanor. **"Contribution to Nonattendance"** may be filed against the student's parent. Fines have increased to \$500.00 per offense for convictions of parents allowing a child to be truant. After a written notice is given, each full day or partial day truancy will constitute a separate offense (arriving late and leaving early are considered partial - day offenses). If the court probates the sentence, the court may require the defendant to render personal services to a charitable or educational institution as a condition of probation. [Education Code 25.093 (Parent Contributing to Truancy) & Education Code 25.094 (Failure to Attend/ Truancy)]

The Ninety Percent Rule is a provision of law under Texas Education Code Section 25.092. The law prohibits a student from receiving credit from a class unless the student is in attendance for at least 90 percent of the days class is offered. This includes excused and unexcused absences. (Attendance for Credit)

It is the responsibility of the parent/guardian and the student to comply with the attendance laws outlined above and that the student attends each day of the school year as required. Failure to comply with the laws governing compulsory attendance may result in legal action.

Parents, by signing the Student Enrollment/Registration Form, you are acknowledging agreement to read and become acquainted with printed materials such as Truancy Warning Notice. If you have any questions, you may contact the school your child is attending.

ATTENDANCE

This section of the handbook contains important information pertaining to attendance policies and laws.

Official Attendance-Taking Time

The district must submit attendance of its students to Texas Education Agency (TEA) reflecting attendance at a specific time each day.

Official attendance is taken every day as follows: High School – 9:45 a.m.; Junior High School – 9:45 a.m., Intermediate – 9:30 a.m. and all Elementary Schools – 9:30 a.m.

Regular school attendance is essential for the student to make the most of his or her education -- to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Student attendance records are recorded in the student's permanent file and can be an asset or liability in terms of future employment. Two state laws, one dealing with compulsory attendance, the other with attendance for a student's final grade or course credit, are of special interest to students and parents. Each is discussed in the following sections.

Compulsory Attendance Overview [FEA Legal]

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial sessions, unless the student is otherwise excused from attendance or legally exempt.

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

Students enrolled in prekindergarten or kindergarten are required to attend school.

State law requires attendance in an accelerated Reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated Reading instruction program as a result of a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

A. EXCUSED ABSENCES

Any child not exempted from the compulsory attendance law may be excused by the District for the following temporary absences. (A note from the parent is required to mark a student as excused (See Section A (2) below).

- Personal sickness
- Sickness or death in the family (Obituary notice or a copy of a program is required for documentation of attendance at a funeral.)
- Quarantine
- Weather or road conditions making travel dangerous
- Days of Suspension

- Any other unusual cause acceptable with prior written permission from parent and approval from the Superintendent or the Principal of a school in which the student is enrolled.

1. Students Absent but Counted Present (Not on campus at the time of attendance): (refer to TEA SAAH)

Students not actually on campus at the time attendance is taken will be considered in attendance and counted present under the following reasons if the student provides appropriate documentation and completes all makeup work:

- A student who is enrolled in and attending an off-campus dual credit program and is not scheduled to be on campus during any part of the day.

Required documentation: The completed and signed Request to Enroll in Dual Credit Courses form and high school counselor approval. [See EHDD(EXHIBIT)]

- A student who is enrolled full-time in TxVSN courses.

Required documentation: ROISD approved application and registration form.

- A student who is participating in an activity that is approved by the Board and under the direction of a professional District staff member or an adjunct staff member.

Required documentation: Any appropriate approval forms or permission slips, completed and signed, to participate in the activity and the final activity roster.

- A student who is participating in a mentorship approved by the District to serve as one or more of the advanced measures needed to complete the Advanced/Distinguished Achievement Program.

Required documentation: A form or note signed by the mentorship sponsor stating that the student is permitted to participate.

- A student who misses school for the purpose of observing a religious holy day, including traveling for that purpose.

Required documentation: A signed note from the student's parent stating the holiday the student will be observing, as well as the specific travel days required.

- A student who is in grades 6 through 12 who misses school in order to sound "Taps" at a military honors funeral held in Texas for a deceased veteran.

Required documentation: A signed note from the student's parent or a copy of an obituary or funeral program.

- A student who misses school to attend a required court appearance, including traveling for that purpose.

Required documentation: A copy of a subpoena (if applicable) or other court documents stating that the student's appearance was required.

- A student who misses school to serve as an election clerk or voting clerk, including traveling for that purpose.

Required documentation: A signed note from the head election or voting clerk at the polling location at which the student is working.

- A student who misses school to appear at a governmental office in order to complete paperwork required for the student's application for United States citizenship, including traveling for that purpose.

Required documentation: A signed letter from the student's legal representative or other documentation from the U.S. Citizenship and Immigration Service affirming that the student's absence was associated with the application for citizenship.

- A student who misses school to take part in the student's own United States naturalization oath ceremony, including traveling for that purpose.

Required documentation: A copy of the letter detailing when the student's ceremony will be taking place, as well as a signed letter from the student's parent specifying the travel dates.

- A student or student's child who is temporarily absent because of a documented appointment with a health-care professional licensed to practice in the United States. Students not on campus at the time attendance is taken will be counted present under the following situations:
 - Student attends school a portion of the day, signs out for appointment, signs back in after appointment and provides documentation from the health professional.
 - Student has an early morning appointment, signs in late with documentation from health professional and attends school the rest of the day.
 - Student attends school during morning or some part of the day, signs out for appointment, and brings documentation from health professional upon his/her return to school the following day.

Required documentation: A signed note from the health professional.

- A junior or senior student's absence of up to two days related to visiting an institution of higher education.

Required documentation: The completed and signed Verification of Higher Education Visit. [See FEA(EXHIBIT)]

- Students in the conservatorship (custody) of the state and misses school to attend mental health or therapy appointments and/or court-ordered family visitations or any other court-ordered activity.

Required documentation: A copy of the custody/foster care form and a copy of subpoena or other court documents stating student's appearance was required.

- A student's absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

Required documentation: A copy of Military Leave Form stating the dates the parent/legal guardian will be on leave.

- Student is participating, with local school board approval, in a short-term (e.g., 5-day) class that is provided by the Texas School for the Blind and Visually Impaired (TSBVI) or the Texas School for the Deaf (TSD) at a location other than the student's campus.

Required documentation: Registration form and/or SPED documentation including documentation from TSBVI or TSD.

2. Parent/Student Responsibility - Absence Notification

• DAY OF STUDENT ABSENCE

On the day a student must be absent from school, the parent is required to call or email the campus attendance office no later than 9:30 a.m. for grades PK-6th and no later than 12:00 p.m. for Junior High and High school in order for the student's name to be removed from the automated absent notification system (School Messenger and/or automatic email).

- **DAY STUDENT RETURNS TO SCHOOL**

When sickness or other excusable absence necessitates an absence, a note signed by the parent/guardian explaining the reason for the absence is required upon the student's arrival or returning to school. The note should contain the following information:

- Name of Student
- Description of the reason for the absence
- Student ID Number
- Date of Absence(s)
- Parent Signature (unless student is 18 years or older)

A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the District reserves the right to require a written note.

Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the District is not required to excuse any absence.

- **CONSEQUENCES FOR NOT PROVIDING DOCUMENTATION OF ABSENCE**

- If a student fails to provide documentation of the absence or the reason is not an excusable absence, the absence will be unexcused.
- The student will be **allowed two (2) days** to provide documentation of the absence.
- If documentation of the absence is not received within specified time, the absence will be marked as an unexcused absence which triggers warning letters regarding violation of truancy laws and can lead to the filing of a "failure to attend school" referral to ROISD Police Department.
- When a student's absence for personal illness exceeds five consecutive days, the Principal or attendance committee shall require that the student present a statement from a physician or health clinic verifying the illness or condition that caused the student's extended absence from school as a condition of classifying the absence as one for which there are extenuating circumstances. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

- **ARRIVING LATE TO SCHOOL (1st period tardies)**

Students are expected to arrive to school on time. A tardy may be defined as "parts of days" and therefore tardies count towards compulsory attendance laws. If a student arrives after the designated start time for their campus, they are missing parts of days.

- When sickness or other excusable absence necessitates an early morning absence (tardy), a note or email from the parent explaining the reason for the tardy is required.
- Failure to provide a note or email indicating an excused absence the same day as tardy will result in an unexcused tardy.
- If students miss **3 or more parts of days in a 4 week period**, truancy and 90% percent violations may occur.

- **LEAVING CAMPUS DURING SCHOOL DAY (including early pickup)**

Students shall not be released from school at times other than regular dismissal hours except with the permission of the Principal of the school as stated in Section II – Release of Students from School. The teacher shall determine that such permission has been granted before allowing the student to leave. [FEF Local]

- A student who must leave school during any part of the day shall bring a note from his or her parent stating the reason for the absence and note signed by parent before student will be released.[FEB Local]
- In emergency situations, a verifiable, documented telephone call from the parent to the school office, indicating consent and stating the reason for the absence shall be accepted in lieu of a note. [FEB Local]
- Parents will be required to show ID when picking up a child during the school day. [GKC Legal]
- Parents must obtain permission from the Principal to check students out early during the last class of the day in grades PK-6 (See Section II - Release of Student from School).
- If Students miss 3 or more parts of days in a 4 week period, truancy and 90% percent violations may occur.

B. FAILURE TO COMPLY WITH COMPULSORY ATTENDANCE

School employees must investigate and report violations of the state compulsory attendance law. [FEA Legal]
A student absent from school without permission from any class, from required special programs such as additional special instruction - termed “accelerated instruction” by the state; or from required tutorials will be considered in violation of the law and subject to disciplinary action. [FEA Local]

A school-aged student’s attendance record may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- **is absent from school on ten or more days or parts of days within a six-month period in the same school year, or**
- **is absent on three or more days or parts of days within a four-week period,**
- **tardies (late arrival to school) are considered parts of days, or**
- **early dismissals (leaving school before end of day) are considered parts of days.**

For a student younger than 12 years of age, the student’s parent could be charged with an offense based on the student’s failure to attend school.

If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with an offense.

[See policy FEA Legal.]

1. District Notification Responsibility:

- **DAY OF STUDENT ABSENCE**

If the campus office has not received a telephone call or email the day of absence stating the absence reason, the parent/guardian will receive the following:

- Phone call from the Campus Office.
- A recorded telephone message and/or email message if the office has not received a parent phone call by the designated time under Parent Responsibility. The system will call the number submitted by the parent on the Student Enrollment/Registration form and/or send an email submitted by parent.
- **CURRENT WORKING TELEPHONE NUMBERS AND EMAIL ADDRESSES MUST BE ON FILE FOR EACH STUDENT.**

- **TRUANCY VIOLATIONS**

If student fails to provide documentation of absence within the grace period allowed, absences will be considered unexcused. If excessive unexcused absences occur (no reason provided from parent or a non-excusable absence), the following truancy procedures will begin:

- After 3 confirmed unexcused absences (no note from parent) the campus Principal will be notified and the campus attendance office will attempt to contact parent by phone.
- The attendance office will send Truancy Warning Letter as written documentation of unexcused absences and a reminder to parents of truancy laws.
- If the above steps are unsuccessful and a 4th confirmed unexcused absence occurs, referral documentation will be sent to District Police Department for truancy procedures to begin.

It is mandatory by law to send referral documentation to District Police Department after 10th confirmed unexcused absence to begin court proceedings. [FEA Legal]

Attendance for Credit or Final Grade – 90% Rule Overview

ROISD requires that a student must be in attendance at least ninety percent (90%) of the days each class period is taught. In other words, to receive credit or a final grade for a course that is taught in a certain class period, a student in kindergarten-grade 12 must attend at least 90 percent of the days class is offered. Each class period where period attendance is taken stands alone. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may earn credit or a final grade for the class by completing a plan approved by the campus Principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class. Classes missed include both excused and unexcused absences.

The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year. For example, if the class is for a full year – 177 days, a student cannot miss more than 10% of 177 days. If the class is a 1 semester class – 88 days, a student cannot miss more than 10% of 88 days. (Refer to current District calendar for number of days)

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the Principal, then the student 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 or a final grade lost because of absences. [See policy FEC.]

A. ATTENDANCE COMMITTEE

The Superintendent or designee shall make the specific appointments to the attendance review committee in accordance with legal requirements as stated in FEC Local.

Students who do not regain credit through a plan approved by the Principal may be referred to the attendance review committee to hear petitions to determine whether there are extenuating circumstances for the absences and if credit or a final grade lost because of absences will be granted based on findings.

Should a student develop a questionable pattern of absences, the Principal or attendance committee may require a statement from a doctor or health clinic after a single day's absence verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused.

1. Extenuating Circumstances

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. [FEC Local]

The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent in accordance with policy. [FNG Local]

- If make-up work is completed, absences for religious holy days, required court appearances, activities related to obtaining US citizenship, serving as election clerk, visiting a college, and health care appointments will be considered days of attendance for this purpose.
- A transfer or migrant student incurs absences only after his or her enrollment 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 consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee shall consider whether the absences were for reasons out of the student or parent's control.
- The committee shall consider whether or not the student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent shall be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

2. Options to Earn Credit

The Principal or committee may impose any of the following conditions for receiving credit lost because of excessive absences. In all cases, the student must also earn a passing grade in order to receive credit. [FEC Local]

- Completing additional assignments, as specified by the committee or teacher.
- Attending tutorial sessions as scheduled, which may include Saturday classes, before- and after-school programs
- Maintaining the attendance standards for the rest of the semester
- Taking an examination to earn credit
- Attending a flexible school day program
- Attending summer school
- Attending Attendance School

B. VIOLATIONS OF 90% RULE

All absences are subject to the 90% Attendance Rule. Absences during any part of the day and days missed due to vacations or unrelated school trips will be counted towards the 90% Rule Violations and/or truancy violations.

1. Notification Warning Letters

- Students will begin receiving 90% attendance warning letters after the 5th absence regardless if it is excused or unexcused.
- Ninety Percent Warning Letters will be sent upon the accumulation of 5, 10, and 15 absences.

2. Consequences

A student who attends fewer than 90% of the days the class is offered and has not responded to the conditions stated in the 90% warning letters to make up lost instructional time, may incur any of the following consequences:

- Loss of Credits
- Promotion to next grade level denied
- Truancy Charges filed – (absent with parental consent)
- Loss of Perfect Attendance

C. ATTENDANCE SCHOOL

ROISD ATTENDANCE FOR ACADEMICS/DISTRICT POLICY & PROCEDURES

According to Section 25.092 of the Texas Education Code, Texas public school students must be in attendance for at least ninety percent (90%) of the days a class is offered to receive credit or a final grade. A student who is in attendance for at least 75 percent but less than 90 percent of the days a course or subject is offered may be given credit for the class if the student completes a plan to meet instructional requirements approved by the school's Principal.

OPTIONS TO RECOVER CREDIT

Class attendance is a key factor in receiving the proper amount of instruction for positive class performance. If a student fails to attend class at least 90% of the school year, the student will need to make up the instructional time lost.

The District offers several options to earn credit due to poor attendance (see FEC Local). The Principal and/or attendance committee approves a plan for the student to meet the instructional requirements of the class and/or classes where excessive absences have occurred. The Principal and/or attendance committee may impose any of the following conditions or a combination thereof:

- Saturday Attendance Classes (Secondary Campuses only)
- Early Morning Classes
- Evening Classes
- Summer Attendance School

ATTENDANCE SCHOOL POLICY AND PROCEDURES

Attendance School provides students the opportunity to recover instructional time due to excessive absences, trancies, or excessive tardies. Students who exceed the absence limit will receive notification along with a registration form and calendar outlining the required makeup days and times and the cost that will be due in order to attend Saturday Attendance Classes.

SECONDARY CAMPUSES (Junior High and High School)

Attendance is taken in all class periods of the school day at Secondary Schools. This includes Red Oak Junior High and Red Oak High School. Each class period where period attendance is taken stands alone.

The actual number of days a student must attend in order to receive credit or a final grade for a course will depend on whether the class is for a semester or for a full year. For example, if the class is for a full year – 177 days, a student cannot miss more than 90% of 177 days which means 160 days of attendance would be required to receive credit or a final grade for a year-long course. If the class is a 1 semester class – 88 days, a student cannot miss more than 90% of 88 days which means 80 days of attendance would be required to receive credit or a final grade for a semester course. (Refer to current District calendar for number of days)

COST

Secondary students are required to pay a fee for Attendance School. The cost is \$5.00 per hour. Fee is due upon registration and course credit will not be awarded until fee is paid.

ATTENDANCE EXPECTATIONS

If a student drops below the 90% Rule required to receive credit or a final grade for a course, the student is required to attend 4 hours of Attendance School to make up class instruction for each absence.

HIGH SCHOOL 90% VIOLATION PROCEDURES: (Class periods missed include excused and unexcused absences)

- **5th Absence**

Students will begin receiving warning letters after the 5th absence stating they may be in jeopardy of violating the 90% Rule and will have to pay to attend Saturday School if attendance does not improve.

- **8TH & 10th Absence**

Upon the 8th absence in 1st semester and the 10th absence in 2nd semester, students will receive a second warning letter stating they may be in jeopardy of violating the 90% Rule in yearlong courses.

If the excessive absences were in a semester course, students will receive Saturday School notification along with a registration form and calendar outlining the required makeup days and times and the cost that will be due in order to attend Saturday Classes to regain credit.

- **15TH Absence**

Students will receive final warning letters stating they may be in jeopardy of violating the 90% Rule in yearlong courses.

If students failed to attend Attendance School for Semester 1 courses, they will receive a final Attendance School packet to regain credit.

- **ATTENDANCE NOTIFICATION LETTER/REGISTRATION –**

Once a student is in violation of the 90% Rule, they will not receive credit or a final grade until the instructional time is made up through Saturday Attendance School as outlined by the Campus Attendance Committee. They will receive the following:

Attendance School Notification Letter – will include student attendance summary and the number of instructional days that need to be made up in Attendance School.

Attendance School Registration Form – this form will be filled out by the attendance office outlining the cost, times and dates the attendance committee has approved for students to regain credit. The form must be signed, dated and returned to the campus along with the appropriate fee before the student will be allowed to enter the Attendance Class to regain credit lost.

SUMMER ATTENDANCE SCHOOL POLICIES AND PROCEDURES

Red Oak Elementary Campuses

Summer Attendance School for Elementary Campuses provides students the opportunity to recover instructional time due to excessive absences, truancies, or excessive tardies or early pick up. Students who exceed the absence limit will receive notification along with a registration form and calendar outlining the required makeup days and times and the cost that will be due in order to attend Summer Attendance School.

ELEMENTARY

Elementary grade level students must be in attendance for 90% of the number of days scheduled during the year in order to receive academic credit to pass to the next grade level.

Daily Attendance is taken once a day at 9:30 a. m. at elementary campuses. Students who are in violation of the 90% Rule will be required to attend summer school as stipulated by the campus principal and/or attendance committee in order to make up instruction for grade level promotion.

COST

Elementary students are required to pay a fee to attend Summer Attendance School to make up time and instruction lost due to excessive absences during the school year. The cost is \$20.00 a day not to exceed \$100.00 for the week. Fee is due upon registration and students will not be promoted to the next grade level until fee is paid.

ATTENDANCE EXPECTATIONS

Students who qualify for Summer Attendance School will receive a registration form from the principal and/or attendance committee stating the number of days needed to make up instruction lost due to excessive absences in order to be promoted to the next grade level.

Summer Attendance School begins the Monday after the last day of school and is held for 2 weeks. Students are required to attend 4 hours each day which will count for 1 absence. For every day completed in Summer School, 1 day of instruction will be counted for promotion.

ELEMENTARY 90% VIOLATION PROCEDURES

- **5th Absence**

Students will begin receiving warning letters after the 5th absence stating they may be in jeopardy of violating the 90% Rule and absences could lead to attendance in ROISD Summer Attendance School.

- **10TH Absence**

If attendance does not improve, students will receive a second warning letter reminding them that they may be required to attend Summer Attendance School in order to be promoted to the next grade level and that it will cost to attend.

- **15th Absence**

Students will receive a final warning letter stating they may be in jeopardy of violating the 90% Rule and will be receiving Summer Attendance School Notification/Registration letters if absences continue.

SUMMER ATTENDANCE SCHOOL LETTER /REGISTRATION –

Once a student is in violation of the 90% Rule, they will not be promoted to the next grade level until the instructional time is made up in Summer Attendance School as outlined by the Campus Attendance Committee. They will receive the following:

Summer Attendance School Notification Letter – will include student attendance summary and the number of instructional days that need to be made up in Summer School.

Summer School Registration Form – this form will be filled out by the attendance office outlining the cost, times and dates the attendance committee has approved in order for students to be promoted to the next grade level. The form must be signed, dated and returned to the campus along with the appropriate fee before the student will be allowed to enter Summer School to regain instructional time lost.

Summer Attendance School Calendar

SUMMER ATTENDANCE SCHOOL POLICIES AND PROCEDURES **RED OAK INTERMEDIATE SCHOOL**

Attendance is taken in all class periods of the school day at the Intermediate School. Each class period and course where period attendance is taken stands alone when checking violations of the 90% Rule. Intermediate students must be in attendance for 90% of the time each class period meets in order to receive academic credit to pass to the next grade level.

Students who are in violation of the 90% Rule will be required to attend Summer Attendance School as stipulated by the campus principal and/or attendance committee in order to make up instruction for grade level promotion.

COST

Intermediate students are required to pay a fee to attend Summer Attendance School to make up time and instruction lost due to excessive absences during the school year. The cost is \$20.00 a day not to exceed

\$100.00 for the week. Fee is due upon registration and students will not be promoted to the next grade level until fee is paid.

ATTENDANCE EXPECTATIONS

Students who qualify for Summer Attendance School will receive a registration form from the principal and/or attendance committee stating the number of days needed to make up instruction lost due to excessive absences in order to be promoted to the next grade level.

Summer Attendance School begins the Monday after the last day of school and is held for 2 weeks. Students are required to attend 4 hours each day which will count for 1 absence. For every day completed in Summer School, 1 day of instruction will be counted for promotion.

INTERMEDIATE 90% VIOLATION PROCEDURES

- **5th Absence**

Students will begin receiving warning letters after the 5th absence stating they may be in jeopardy of violating the 90% Rule and absences could lead to attendance in ROISD Summer Attendance School.

- **10TH Absence**

If attendance does not improve, students will receive a second warning letter reminding them that they may be required to attend Summer Attendance School in order to be promoted to the next grade level and that it will cost to attend.

- **15th Absence**

Students will receive a final warning letter stating they may be in jeopardy of violating the 90% Rule and will be receiving Summer Attendance School Notification/Registration letters if absences continue.

SUMMER ATTENDANCE SCHOOL LETTER /REGISTRATION –

Once a student is in violation of the 90% Rule, they will not be promoted to the next grade level until the instructional time is made up in Summer Attendance School as outlined by the Campus Attendance Committee. They will receive the following:

Summer Attendance School Notification Letter – will include student attendance summary and the number of instructional days that need to be made up in Summer School.

Summer School Registration Form – this form will be filled out by the attendance office outlining the cost, times and dates the attendance committee has approved in order for students to be promoted to the next grade level. The form must be signed, dated and returned to the campus along with the appropriate fee before the student will be allowed to enter Summer School to regain instructional time lost.

Summer Attendance School Calendar

D. VACATIONS/NON-SCHOOL RELATED TRIPS

All absences are subject to the 90% Attendance Rule. Days missed due to vacations or unrelated school trips will be counted and may result in loss of credit and/or promotion to the next grade level. Principals require prior notice of possible days missed due to vacations planned during the school year. After a thorough review of student's records including grades, attendance and discipline records, the Principal may or may not decide to excuse the requested days. If the absences are excused, they will still count towards violation of the 90% Attendance Rule. The following criteria must be followed:

- Parents notify the Principal at least one week in advance in writing.
- All grades in all subjects must be passing
- Discipline and attendance must be in good standing
- Make prior arrangements with teachers at least one week before for make-up work. Make-up work due upon return.
- Students will not be approved during semester testing, benchmark testing or TAKS testing days and absences will be counted as unexcused.
- A maximum of 5 consecutive school days or one trip per school year not to exceed a maximum of 5 days is the maximum that can be requested for review by Principal.

If prior arrangements have not been approved and make-up work is not submitted upon return, the absences will be marked unexcused and truancy charges along with violation of the 90% Rule will occur.

E. QUESTIONABLE PATTERN OF EXCUSED ABSENCES

If a student establishes a questionable pattern of excused absences, the excessive absences could lead to a violation of the 90% Rule. All absences, both excused and unexcused count against the 90% attendance rule.

- After 9 absences in a semester, the student will be added to a "Note Restriction List" and the campus will no longer accept Parent Notes to excuse an absence. Students on this list will be required to provide a note from a physician or health care clinic for all future absences to be excused.
- If a doctor's note is not received within 2 days of the last day of the absence, the absence will be unexcused and unexcused absences could lead to a violation of truancy attendance laws.
- If the student was not taken to the doctor, a note from the doctor's office or clinic stating that parent discussed symptoms with them and they advised the student to stay home would be sufficient.

Attendance for Driver's License

For a student between the ages of 16 and 18 to obtain a driver's license, the Texas Department of Public Safety must be provided written parental consent to access the student's records for purposes of verifying 90 percent attendance for credit for the semester. A verification of enrollment (VOE) form may be obtained from the office, which the student will need to submit to DPS upon application for a driver's license.