

Crystal City Independent School District
Inspire, Empower, Prepare!



Student/Parent/Guardian
Attendance Handbook
2018-2019

Reviewed by Board: 5-13-15

TEXAS EDUCATION CODE (TEC)

Sec. 25.085. COMPULSORY SCHOOL ATTENDANCE

- (a) A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided.
- (b) Unless specifically exempted by Section 25.086, a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reach the child's 18th birthday shall attend school.
- (c) On enrollment in pre-kindergarten or kindergarten, a child shall attend school.

Sec. 25.086. EXEMPTIONS.

- (a) A child is exempt from the requirements of compulsory school attendance if the child...
 - (3) Has a physical or mental condition of a temporary and remediable nature that makes the child's attendance infeasible and holds a certificate from a qualified physician, specifying the temporary condition, indicating the treatment prescribed to remedy the temporary condition, and covering the anticipated period of the child's absence from school for the purpose of receiving and recuperating from the remedial treatment...

Sec. 25.087. EXCUSED ABSENCES.

- (a) A child required to attend school may be excused for temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent of the school in which the child is enrolled.

Sec. 25.093. PARENT CONTRIBUTING TO NON-ATTENDANCE.

- (a) If a warning is issued as required by Sec. 25.095(a), the parent with criminal negligence fails to require the child to attend school as required by law, and the child has absences for the amount of time specified under Section 25.094, the parent commits an offense.
- (b) The attendance officer or other appropriate school official shall file a complaint against the parent in a justice court ...
- (c) An offense under Subsection (a) is a class C misdemeanor (up to \$500.00 per offense)...

Sec. 25.094. FAILURE TO ATTEND SCHOOL

- (a) An individual commits an offense if the individual:
 - 1. Is required to attend school under Section 25.085; and
 - 2. Fails to attend school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period.
- (b) An offense under this section may be prosecuted in a justice court...
- (c) Pursuant to an order of the justice or municipal court based on an affidavit showing probable cause to believe that an individual has committed an offense under this section, a peace officer may take the individual into custody...
- (d) An offense under this section is a Class C misdemeanor...(up to \$500 fine per offense)

Sec. 25.095 WARNING NOTICES

- (e) A school district shall notify a student's parent if the student has been absent from school, without excuse under Sec. 25.087, on three days or parts of days within a four-week period. The notice must: inform the parent that;
 - (A) It is the parent's duty to monitor the student's school attendance and require the student to attend school: and
 - (B) The parent is subject to prosecution under Section 25.093 and
 - (2) Request a conference between school officials and the parent to discuss the absences...
 - (C) The fact that a parent did not receive a notice...does not create a defense to prosecution...

COMPULSORY ATTENDANCE PROCEDURES

As per FEA (local) students in violation of the compulsory attendance law shall be reported to the District Attendance Officer who will institute court action as provided by law.

Interventions for Truancy

- Two Unexcused Absences: The attendance clerk will submit a **Special Services** report. The report will be signed by the administrator and mailed to the parent/guardian, and probation officer (when applicable).
- Three Unexcused Absences: A Warning Notice letter will be mailed to the parent/guardian, and probation officer (when applicable) if a student has 3 or more unexcused absences within a 4 week period.
- Five Unexcused Absences: Attendance clerks will complete and submit a second truancy report. The report will be signed by the administrator and forwarded to the attendance clerk, district office, and probation officer (when applicable). The parent/guardian will receive a copy of the truancy report and a letter from the administrator requiring a conference with both the parent and the student. District personnel, Truant Officer and the probation officer (when applicable) will be invited to attend this conference. During this conference, parents and students will be notified of compulsory attendance laws and the attendance process.
- Eight Unexcused Absences: Attendance clerks will complete and submit a **Warning Notice to parents and a copy to the Truant Officer**, as per FEA (legal/local) which states:
 - ✓ The District shall notify a student's parent in writing at the beginning of the school years that, 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 on three or more days or parts of days within a four-week period, the student's parent is subject to prosecution under Education Code 25.093, and the student is subject to prosecution under Education Code 25.094 or to referral to a juvenile court in a county with a population less than 100,000.
- Ten Consecutive Absences: As per FEA (legal/local).
 - ✓ A FINAL WARNING LETTER OF VIOLATION will be prepared by the Truant Officer and mailed to the parent for notification of court filing. A copy of this document will be included in the CAUSE file for the judge.
 - ✓ The District may initiate withdrawal of a student under the age of 18 for nonattendance under the following conditions:
 - The student has been absent ten consecutive school days; and
 - Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

EXTRA-CURRICULAR PARTICIPATION GUIDELINES:

Coaches, UIL Sponsors, and Band Directors:

- Monitor grades and attendance on all players and participants on a weekly basis.
- **Restrict participation for those students not meeting the 95% attendance Local Participation Rule up to the date of the event. Extenuating circumstances will be considered by the campus Principal. This rule is applicable for all unexcused absences only.**

Excused Absences Section 25.087

Section 25.087(a): 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 requirement.

- Local school criteria include:
 - ✓ Personal illness; 504 Students and/or students with a documented chronic illness must have a doctor's note on file.
 - ✓ Death of an immediate family member
 - ✓ Medical treatment
 - ✓ School-sponsored curricular or extracurricular activities

Section 25.087(b)(1)

- Under this section, a student's absence for the following is considered excused.
 - ✓ Observe a religious holy day
 - ✓ Attend a required court appearance
 - ✓ Appear at a governmental office to complete application for student's citizenship
 - ✓ Take part in a U.S. naturalization oath ceremony
 - ✓ Serve as an election clerk
 - ✓ For an activity ordered by a court (including mental health or therapy appointment or family visitation)
 - ✓ If student is in the conservatorship of the Dept. of Family and Protective Services (DFPS)
 - ✓ The period of an excused absence under this section includes travel time.
- Parent's notes for all excused absences as per Section 25.087, including Doctor's notes, must be submitted within **three (3) days** of the missed day.

NOTE: Parents/Guardians: You will NOT be allowed to pick up children 30 minutes prior to the end of the instructional day.

Section 25.087(b)(2)

- Under this section, a student's **temporary** absence for the following is considered excused.
 - For the purpose of an appointment with a health care professional for the student or the student's child if the student comes to school the day of the appointment, either before or after the appointment.
 - A student **will NOT** be counted absent if he/she begins class or returns to class on the same day because of a medical appointment that is supported by a document from a health care provider.
 - For the purpose of visiting an accredited institution of higher education (Juniors and Seniors only)

Section 25.087(b)(4)

- To visit with a parent, stepparent, or legal guardian who is an active duty member of the uniformed services* (Restrictions apply)

Section 25.087(c)

- For students in grades 6-12, for the purpose of sounding "Taps" at a military honors funeral held in this state for a deceased veteran.

A student whose absences is excused under Subsections (b)-(c) described above may not be penalized for the absence. The district must allow the student a reasonable time to make up missed school work. If an absence is excused under 25.087(b)-(c) and the student successfully completes the missed school work, the student is **included in average daily attendance** for that day.

ATTENDANCE FOR COURSE CREDIT, OR THE NINETY PERCENT (90%) RULE, GRADES K-12

State law mandates that students are in attendance at least 90% of the time that the class is offered to receive credit for the class. For a child who began school on the first day, that means the child can miss no more than 17 days of school or he/she will be retained or will not receive credit for the course.

A student who is in attendance for at least 75 percent but less than 90 percent, of the days a class is offered may be given credit or a final grade if the student completes a plan approved by the principal that provides for the student to meet instructional requirement of the class.

- The Attendance Committee will recommend interventions for making up missed instructional days for meeting promotion requirements. **Summer School will NOT be offered for the purpose of making up NG's for absences exceeding the 90% Rule.**
- Saturday School and after school tutoring on Wednesdays and on days provided by the individual campuses will be used for make-up days.
- Make-up days will apply as follows: For every day missed, the student must make up 4 hours.
4 make up hours = 1 missed day; 2 make-up hours = 1/2 missed day.

LOCAL NINETY-FIVE PERCENT (95%) PARTICIPATION RULE

Effective 2015-2016 School Year

- Days missed for purposes **other than** a scheduled medical appointment or that lack official medical documentation will count against **the 95% Rule**, and will **disqualify students for PARTICIPATION in all UIL or campus-based activities, including extracurricular (sports, band, clubs).**
- Local guidelines mandate that students must be in compliance with the **95% Rule for Participation** at the time of the event to participate in school activities such as Field Days, field trips, proms, UIL events etc.
- Second period and the last period of the day (2:00) will be used for determining compliance with the 95% Local Participation Rate.
- Students not meeting the 95% rule cannot make up the missed days for participation in school activities. However, they can make up these days for the 90% rule purposes at the rate of 4 hours for one day under the 90% State Attendance Rule.

In addition, any student who is not in attendance at their campus during the day will not be allowed to attend any afterschool/evening functions held at their respective campus for that day.

LOCAL PERFECT ATTENDANCE INCENTIVE PLAN

- A student qualifies for Perfect Attendance for the year if he/she attends school all day, every day, from the first day of enrollment and meets the criteria listed above. Attendance for students transferring from other Texas school districts will include the attendance record transferred from their previous district. The attendance for students transferring from out of state will begin on the first day of their enrollment.
- In addition to keeping the 95% attendance incentive guideline, the District is funding initiatives to reward student attendance on a six weeks basis. Student incentives vary from campus to campus. Please consult the campus Student Handbook for a description on incentive plans for each school.