

## LAKE DALLAS HIGH SCHOOL

### ATTENDANCE POLICIES AND PROCEDURES

Please remember that student attendance is crucial to learning and their success. We do ask that appointments be scheduled outside of the regular school hours as much as reasonably possible. The school day at LDHS begins at 8:20 a.m. and ends at 3:40 p.m. Tardies are defined as arriving within the first 10 minutes of 1<sup>st</sup> or 5<sup>th</sup> period or within the first 20 minutes of 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> period start times. Arriving after those allotted times is an absence.

### COMPULSORY ATTENDANCE

Your student is expected to be at school each and every day to comply with the state law for attendance. As their parent or legal guardian you are required to comply with the law as well. Failure to follow TEA Attendance guidelines may result in legal action for the student and/or parent. Please note that not all reasons for an absence or tardy are allowed by the TEA and will not be excused by LDHS.

#### **Excused absences include the following with valid documentation, but are not limited to:**

- § Religious holy days
- § Required court appearances
- § Activities related to obtaining United States citizenship
- § Up to two (2) days related to visiting a college or university
- § Documented health-care appointments

#### **Examples of Unexcused absences include the following, but are not limited to:**

- § Personal business
- § Translating for a parent at a doctor's appointment (unless the student's name is on the doctor excuse form filled out by the doctor's office and signed by them)
- § Taking a sibling to school
- § Oversleeping
- § Missing the bus
- § Taking a relative or parent to the airport
- § Job Interviews

**Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district and LDHS are not required to excuse any absence.**

## **ATTENDANCE ~ IT'S THE LAW**

A child who is at least six years of age and has previously been enrolled in first grade, or who has not yet reached the child's 19<sup>th</sup> birthday shall attend school. A person who voluntarily enrolls in school or voluntarily attends school after the person's 19<sup>th</sup> birthday shall attend school each school day for the entire period the program of instruction is offered.

- Family Code Section 65.003 A child engages in truant conduct if the child is required to attend school under Section 25.085, Education Code, and fails to attend school on 10 or more days or parts of days within a six-month period in the same school year.
- Parent/Guardian Notice: If your student is absent from school on 10 or more days or parts of days within a six-month period in the same school year, you are subject to prosecution and your student is subject to a referral to a truancy court for truant conduct.
- School districts may issue a warning letter to a student attending school after age 19 and may revoke enrollment for the student if the student has more than 5 unexcused absences in one semester; or as an alternative, impose a behavior improvement plan on the student.

## **ABSENCES**

- When your student is absent, if they went to a health care professional appointment, court appearance, PO required meeting, Immigration appointment, College visit, etc. they need to provide valid documentation provided by said entity.

- A student absent for four (4) or more consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition. No documentation will automatically result in unexcused absences and will be considered in violation of compulsory attendance laws.

- Please note you are required to provide documentation for any and all absences within three (3) days of any absence.

## **LOSS OF CREDIT**

- To receive credit in a class, a student must attend at least ninety (90) percent of the school days a class is offered. A student attending at least seventy-five (75) percent but fewer than ninety (90) percent will lose credit for the class and will be required to pay a fee and make up "seat time" to regain credit. This will be before or after school, or during block lunch. ALL ABSENCES, EXCUSED OR NOT EXCUSED WILL GO TOWARD LOSS OF CREDIT.

The fee for students to be eligible to regain their credit through the option of seat time is as follows:

- \$25 for students with 1-10 hours of seat time
- \$50 for students with 10 or more hours of seat time

### **If your child is absent:**

- Please do not call. When roll is taken, we will know your child is out. If your student will be out for four (4) days or longer, you must send a doctor's note. You should also notify the counseling office and teachers via email. For ongoing health issues please contact the nurse and your child's AP.
- Send a note within 72 hours (3 days) of your child's returning to school. Include your child's first and last name, ID # and grade on the note. Remember –signing your child out is not a note – you must send a note for the absence. Notes may not be faxed or e-mailed.  
*Absences may be excused if: (1) valid documentation is received within 3 days of the student's return to school AND (2) the reason meets the criteria for excused absences (see page one).*
- Do be specific on the reason your child was out. See the student handbook for guidelines on excusing an absence. A "Family emergency" must state the nature of the emergency and fall within the guidelines of the Lake Dallas ISD Student Handbook.

### **If your child needs to leave during the school day:**

- Please do not call the front office and ask for a student to be released. We will no longer release a student from campus without either the parent or someone from the emergency contact list physically signing the student out. Please be prepared to come into school to sign out your child when needed.
- Please bring your driver's license/ID when picking up a student. For the safety of our students, we require a photo ID for verification. Only those individuals listed in the student's data file will be allowed to sign out a student. The student must also come to the front office to check out before leaving the building.
- If your student drives and has a medical/dental appointment or court date then the student must present a signed note the same day they need to leave campus. A verifiable email may also be submitted to [LDHS-SignOut@ldisd.net](mailto:LDHS-SignOut@ldisd.net) at least 2 hours prior to the time a student needs to be released. Without a written notification, a student who drives may leave campus only if a parent or someone from the emergency contact list comes into the school and signs them out.
- All students will incur an unexcused absence for their time off campus unless they return with a formal doctor's note or a note from the court clerk within 72 hours of the absence.
- Please remember, If your child becomes sick while at school, he/she must be seen in the school nurse's office prior to leaving campus due to illness. If your student is too ill to attend classes, please be prepared to come to school to sign your child out for the day.

### **If you receive an automated message in error:**

- Do check FAMILY ACCESS. Check to see what teacher marked the absence, check with your student and e-mail the teacher if you think it's incorrect.
- Do not call the attendance office. We can only correct the record after the teacher notifies attendance of the error.

### **How to request homework:**

- Homework can only be requested after your child has missed three consecutive days.
- Homework will take a minimum of two days after your request to be collected in the front office. For example, if your child is going to be out all week, on Wednesday you can call and request homework and there should be something for you to pick up on Friday. We recommend you call before coming to confirm work is available for pick up.
- You can send an email directly to the teachers beginning the first day of absence and let them know what days you will be out and most of the time they can email the assignments directly to you.
- We recommend also that you check the teachers' web pages in many cases the work will be available and your student can keep up with what is happening in class.