

AUSTIN PARKWAY ELEMENTARY

Attendance Policy and Procedures

All Texas public schools are required by law to maintain records to reflect the average daily attendance of their students. Students are expected to be prompt and regular in attendance. At Austin Parkway Elementary, students must be **in their classroom at 8:00 a.m. or they will be considered TARDY.** Parents are required to come into the front office and sign the child in so an admittance slip can be given. Tardy letters will be sent out as necessary – please refer to the Tardy policy inside the Tuesday folder. An elementary student that is absent at 10:00 a.m. is considered absent for the entire day unless meeting an exception as listed below.

EXCEPTIONS

19 Texas Administrative Code 129.21(a)

A student not actually on campus at the time attendance is taken may be considered in attendance for Foundation School Funding purposes if:

- ❖ The student is participating in a Board-approved extracurricular activity or public performance, which is under the direction of the District's professional staff or an adjunct staff member.
- ❖ The student is observing holy days, including days of travel to or from a site where the student will observe holy days. Excused days of travel shall be limited to not more than one day travel to and one day travel from the site where a student will observe the holy days.
- ❖ The student has a documented appointment with a health care professional during regular school hours, if that student begins classes or returns to classes on the same day of the appointment. The appointment must be supported by a signed note from the health care professional. A student whose absence is excused for an appointment with a health care professional shall be counted as neither absent nor tardy.

ATTENDANCE / TRUANCY NOTIFICATION

When a student is absent, parents are requested to contact the office at 281-634-4005 as soon after 8:00 a.m. as possible to notify the school of the absence. Parents are also asked to provide documentation (email or written note) for absences. It is imperative that students bring a written excuse for the absence upon returning to school. If a note is not received within two school days, the absence becomes an unexcused absence. Please refer to the FBISD Student/Parent handbook for additional information.

http://www.fortbend.k12.tx.us/cmfvartidbits/Tidbits_parentlinks_20080812_1319.pdf

Parents will receive notification from the school attendance clerk when their child has accumulated eight (8) or more absences. According to the Texas Education Code, a student shall not be given credit or promoted to the next grade if he or she has been in attendance fewer than 90% of the days in a school year; unless an attendance committee designated by the Principal grants credit because of extenuating circumstances. The principal has the authority to waive the committee hearing and may grant credit if it is determined that all of the absences were due to extenuating circumstances.

According to 19 Texas Administrative Code 25.094, Failure to attend school, 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 ***ten (10) or more days or parts of days within a six-month period in the same school year or three (3) or more days or parts of days within a four-week period.*** The law (§25.093) also states - PARENT CONTRIBUTING TO NONATTENDANCE. (a) If a warning is issued as required by Section 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. Refer to the Fort Bend Police Department Truancy Division for additional information. <http://www.fortbendisdpolice.com/truancy.htm>