



HGE Attendance Expectations 2019-2020

At Hunters Glen Elementary we strive to partner with our families to help every child achieve success. We have set a campus attendance rate goal of 97.5% for 2019-2020 school year.

Our school building opens at 7:30am. Students begin transitioning into classrooms at 7:50am and instruction begins no later than 8:10am. Any student who arrives after 8:10am is considered **tardy**. Any student who is not present on campus prior to 10:00am is considered **absent** for that day.

For the 2019-2020 school year we are implementing the following incentives and interventions for attendance:

Incentives:

Attendance parties will be held after every 9 week grading period. Students who meet the following criteria will be invited to attend:

1. No unexcused absences for the prior 9 week grading period
OR
2. No more than 2 excused absences and/or 2 tardies for the prior 9 week grading period.

Perfect Attendance awards will be presented at the end of the year to students who have zero excused absences, unexcused absences, or tardies.

Interventions:

Absence and tardy reports will be run every two weeks.

Tier II – Students who have 5 or more absences and/or tardies will receive a warning letter from HGE that explains the amount of tardies and absences.

Tier III- For 10 or more absences and/or tardies parents will be asked to attend a conference with administration to complete an attendance contract. Supports will be provided by campus as needed and applicable. *Students who are absent more than 10% (approximately 18 days) of the school year may be considered for retention for failure to meet the state attendance requirement. Please note that excused and unexcused absences are counted equally when determining if a student has missed more than 10% of a school year.*

Please turn to the back of this document to see detailed information from the FBISD Parent Handbook regarding attendance policy.

If you have any questions please do not hesitate to reach out to a member of our administrative team at 281-634-4640.

FBISD 2019-2020 Student-Parent Handbook Policy on Absences/Attendance

ATTENDANCE FOR CREDIT OR FINAL GRADE (KINDERGARTEN-GRADE 12)

To receive credit or a final grade in a class, a student in kindergarten–grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered, may receive credit or a final grade for the class if he or she completes a plan, approved by the Principal, that allows the student to fulfill the instructional requirements for the class. (pg. 27)

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 and the assistant superintendent, then the student will be referred to the Campus Attendance Committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade because of absences. See Policy FEC (LEGAL)(pg.27)

DOCUMENTATION AFTER AN ABSENCE (ALL GRADE LEVELS)

When a student is absent from school, the student—upon arrival or within five school days of returning to school—must submit a note signed by the parent that describes the reason for the absence. 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. All notes must describe the reason for the absence and include the parent's contact numbers. Parent notes may be sent by e-mail but must come from a parent's verified e-mail account and be sent to the school's daily attendance clerk. If the student fails to bring a note or the parent does not send an e-mail as required within the five school-day period, the absence will be coded as unexcused" and will count against the student's official attendance record. (pg. 28)

DOCTOR'S NOTE AFTER AN ABSENCE FOR ILLNESS:

Upon return to school, a student absent for four or more 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. Notes must be turned in within five school days of the student's return to campus. Otherwise, the student's absence may be considered unexcused. (pg.28)

***Please Note: Family/personal vacations/visits scheduled during regular school days are not acceptable absences – these absences will be counted as unexcused absences regardless of the number of days missed.**