Ronald Thornton Middle School

Student/Parent Handbook

Attendance Supplement



**R. Thornton Middle School**

**Supplement to the**

**2023-2024 Student/Parent Handbook**

TO OUR STUDENTS:

This handbook contains information, which will assist you with your questions concerning procedures and policies of the District and Thornton Middle School. All rules apply whenever you are on school property, including buses, buildings, stadiums, fields, and other locations where school functions are held.

Have a great year!

Faculty and Staff

WHAT TO DO IF…

**You see an error in attendance for a certain period**: email the teacher, that marked your student absent, the teacher will email the Attendance Office to correct the absence.

**You lose something**: Check “Lost & Found” located in the Commons.

**You need verification of enrollment (VOE**): email our register:christine.gruber@fortbendisd.com

**You need to withdraw your student from RTMS**: email our register:christine.gruber@fortbendisd.com

**You need a copy of your schedule**: Access your schedule online through Family Access or see a counselor.

**You need to use a phone**: In an emergency you may use a phone in any office and or clinic with a pass from the teacher.

**You are sick**: Student may go to the clinic– with a teacher issued pass.

**You want bring lunch**: We ***DO NOT*** accept 3rd party food delivery services (i.e. Doordash, Uber Eats) As the parent, you may drop off lunch. The Office ***DOES*** ***NOT*** deliver lunches.

**You want to bring your student’s forgotten item**: you may drop it off, fill out the yellow slip that is located on the table of Item Drop Off. ***We DO NOT deliver items to students.***

**GENERAL INFORMATION**

**Attendance**

A student may not be given credit for a class unless the student is in attendance for at least 90% of the school days during the semester. Absences, whether excused or unexcused, are considered in determining the minimum attendance required for the class. If absences are exceeded, an attendance committee will determine whether credit will be given. Credit may be given due to extenuating circumstances such as long term or chronic illness.

**A. Absences**

• When you are absent from school, you must bring a note from home. The note should be signed by your parent or guardian giving the following information: **your full name, date, and ID number, reason for absence, parent’s signature, and telephone number.** Failure to turn in a letter timely (5 days of student return) will result in an unexcused absence and the possibility oftruancy being filed.

• If the student will need to be picked-up, you will sign student out through Attendance Office. Please provided a form of identification. Absent/tardy form are available, to fill out to excuse absences with a valid reason while waiting.

**No exceptions will be made.**

• Early school pick-up is suspended at 3:30-4:10

• Upon returning from an absence during the school day, sign in at the attendance office to receive a pass to class.

• Students who leave/ arrive during the day for medical/dental appointments MUST bring a note from the medical office in order for the absence to be considered a ‘MEDICAL’ absence. A ‘MEDICAL’ absence can only be approved if the student misses’ part of the day.

• Students arriving 20 minutes late without a pass will receive an unexcused absence and will be sent to the attendance office.

**B. Religious Holy Days**

Students shall be excused from attending school for the purpose of observing religious holy days when it is a tenet of

their faith that they must be absent from school during such time and if, after the absence, the parent, guardian, or person having custody or control of the student submits written notification for the excused absence. Students whose absence(s) is (are) excused for the purpose of observing religious holy days shall not be penalized for such absence(s) and shall be counted as if he/she attended school for the purpose of calculating the average daily attendance.

**C. Travel**

Students who are absent due to vacation or home country visits are not to be withdrawn from the district unless the parent specifically requests the withdrawal. Absences for these reasons shall be coded unexcused unless there are extenuating circumstances (i.e. death or a family member). Absences are approved by Administration. Absences for vacation/delays from vacation are unexcused.

**D. Truancy**

Missing school part of the day or all day without parental knowledge is considered truancy. Truant students will have an unexcused absence from school and will be subject to disciplinary action. Unexcused absences will result in truancy charges being filed against both parent and student. Truant students will be referred to the local judicial authorities.

**E. Tardiness**

Students are required to be in class and prepared to begin work when the tardy bell rings. If a student is more than 20 minutes late to class, it is considered an unexcused absence unless a parent or medical note is provided.

Policy for counting a student tardy:

1. A student is counted tardy only if they walk in the door after the tardy bell rings.

2. A student cannot be marked tardy for not being in their seat.

3. Tardy students must have a pass from the Attendance Office or office/classroom they are coming from.

4. Upon receiving the third tardy, a referral will be sent to the student’s assistant principal’s office