

# ATTENDANCE POLICY

Regular attendance and punctuality are required of every student. Students who have good attendance generally achieve higher grades, enjoy school and learning. Uplift Summit expects all students to attend school regularly and be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility.

*The Texas Education Code 25.085 (a) states... "Students must now be in attendance a minimum of 90% of the days a class is offered." Uplift Summit policy additionally defines attendance requirements for block schedules, stating five absences or more in one semester exceeds the 90% attendance requirement.*

## EXCUSED ABSENCE

**Parent note** – is required to excuse a scholar's absence from school

**Medical note** – are required to excuse any late arrivals, early dismissals (partial-day absences), or full day absences

Absences more than TWO (2) consecutive days of illness will require a physician's statement. Accumulated absences more than FIVE (5) days per semester will require a doctor's note. Parent's permission does not necessarily mean the school will be able to excuse the absence.

**Excused absences** (in accordance with State Attendance Laws):

1. Serious illness
2. Death in the immediate family (providing funeral note/program if possible)
3. Medical/dental appointments when properly validated medical note is provided
4. Authorized religious holidays (with a provided religious letterhead/note/documentation)
5. Family emergency

**Excused absences still count against meeting the TEC 25.092 requirements that students are present in class 90% of the time, and as such, that may result in not obtaining a final grade or a loss of credit (secondary campus) .**

## **UNEXCUSED ABSENCE**

Some **examples of unexcused absences:**

1. Truancy (scholar who may have exceeded 90% attendance rule)
3. Shopping
4. Hunting, fishing, ski trips, and comparable activities
6. Birthday or other celebrations
7. Family Trips or vacations during active school days
9. Student-organized "skip day"
10. Paying or defending traffic tickets
11. Oversleeping

You will also be **unexcused if:**

1. you leave school without signing out in the proper attendance office.
2. you leave class without the teacher's permission.
3. you are absent from class without permission (skipping).
4. you obtain a pass to go to a certain place but do not report there.
5. you become ill and go home without being seen/sent home by school nurse or provide a medical note
7. you come to school but do not attend class.

## **LEAVING CAMPUS DURING SCHOOL HOURS**

Students must have parent and school permission before leaving the campus except at the end of their regular school day. A doctor or dental note is required if any student is to be excused for leaving during school hours. The parent must provide an ID and check the scholar out from the

front office. Failure to sign in and out will result in disciplinary consequences. Scholars who are not feeling well should visit their campus nurse. If the nurse sends scholar home, the absence will be adjusted and excused. If a scholar fails to visit school nurse and does not provide required documentation, the absence may be considered unexcused.

## **RELIGIOUS HOLIDAYS**

An excused absence may be granted to a student when such absence is required for the exercise of the student's religious beliefs. Such absences shall require a note. A letterhead from religious the organization shall be provided if possible.

## **TARDIES**

Students are required to be on time for all classes.

- Each set of three unexcused tardies in the same class per six weeks will constitute an unexcused absence.
- This absence will count toward the five absences that result in loss of credit or make-up time contracts for a specific class period.
- Repeated tardiness may result in loss of credit (secondary campuses) or will be required to to make up the seating time missed.

## **LEAVING CAMPUS DURING SCHOOL HOURS**

Passes to leave campus early may be obtained in each attendance office. They are to be used by students who report to school but must leave at a time other than regular dismissal hours. Reasons must be acceptable. Follow the outlined procedure to be eligible for a cleared absence.

1. Arrange to have a parent call the appropriate office at least three hours in advance of departure time.

- 2.

- A. If departure is to be during a passing period, the student is to sign out in the office and receive a permit to leave the parking lot.

- B. If departure time occurs during a class period, the student must

1. Carry to class the pass from the office.

2. Present the pass to the teacher, acquire a signature and return it to the office at the time of the departure in order to sign out.

3. Departures without clearance will be regarded as unexcused.

4. Failure to sign out at the proper office is judged as an unexcused absence.

5. A student that has a doctor's appointment should return to school through the appropriate attendance office with a signed verification note from the doctor's office.

## **UNAUTHORIZED VISITS TO OTHER SCHOOL CAMPUSES**

Students are not to visit the campuses of other schools while their classes are in session or any other time during their regular school day except for school-approved business or school sponsored activities. Students who violate this policy may receive disciplinary corrective actions.

## **HIGH SCHOOL (VOE REQUESTS FOR DL PURPOSES)**

Students who accrue five (or more) absences in a class in one semester will not receive credit for each class missed (a group of three tardies counts as one unexcused absence.) Furthermore, students with excessive absences will be required to attend in each class and assume responsibility for all assignments.

Students with excessive absences and/or tardies may not receive the Verification of Enrollment and Attendance (VOE) form. This form is required by the Department of Public Safety to receive a driver's license. VOE forms may be requested via email at [summitattendance@uplifteducation.org](mailto:summitattendance@uplifteducation.org). All requests may take up to 72 hours to be reviewed.

Please ensure that ALL documentation is provided to the front office for your student's campus OR via email at [summitattendance@uplifteducation.org](mailto:summitattendance@uplifteducation.org)

<u>GRADES</u>	<u>NAME</u>	<u>PHONE NUMBER</u>	<u>EMAIL</u>
Pre-K to 12 <sup>th</sup> grade Attendance Clerk	Mrs. Garcia	817-575-1258	<a href="mailto:summitattendance@uplifteducation.org">summitattendance@uplifteducation.org</a>
Main Front Office	Mrs. Castillo	817-287-5121	Not available
Primary Nurse	Mrs. Velasquez	817-287-5121 ext # 262123	<a href="mailto:EVelasquez@uplifteducation.org">EVelasquez@uplifteducation.org</a>

Secondary Nurse	Mrs. Shea Phillips	817-287-5121 ext # 264020	<a href="mailto:Sbreit@uplifteducation.org">Sbreit@uplifteducation.org</a>
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## **ATTENDANCE CLERK/OTHER CONTACTS**