

# GENERAL INFORMATION, PROCEDURES, AND SERVICES

## Attendance Regulations

Spring Branch Independent School District (SBISD) schools are in session a minimum of 178 days. Elementary students must be present **90% of the year** to be promoted. All absences, excused or unexcused, determine promotion. SBISD emphasizes that attendance is a key in the enhancement of student achievement. Parents, by law, are accountable for their child's attendance.

In accordance with the law, any student not in attendance for a minimum of 90% of the year may be considered for assignment of an alternative learning activity in addition to completing make-up assignments. A building attendance committee is responsible for this decision.

**The Academic Excellence Indicator System (AEIS)**, which is mandated by state law (*TEC Section 39.051*), has established a state standard of 94% student average daily attendance. In accordance with law and State Board of Education (SBOE) rule, the criteria for determining district accreditation focuses on student performance, which is **impacted by student attendance. Official attendance is taken daily during the second hour of instruction. All students not present when roll is taken are counted absent.**

### Student Absences

State law, as well as local policy, identifies several types of absences. These include, but are not limited to, the following:

#### Extenuating circumstances—excused absences

- Personal illness
- Serious illness of a family member
- Funeral of a family member
- Student's health-related services
- Weather (announced bad weather closings)
- Quarantine
- Court-related activities
- Religious holy days—student must present a note from the parent or guardian
- Other as defined by the principal

#### Unexcused absences include:

- Vacation
- Ski trips
- Family reunions
- Any type of pleasure trip
- Truancy
- Overslept/parent overslept
- Missed school bus

In order to determine if a student's tardiness or absence is excused, a note is needed which includes:

1. Date(s) of tardiness/absence
2. Cause of tardiness/absence
3. Signature of the parent/guardian

The note is to be taken to the principal's office by the student on the day of his/her return to school. **If a note is not received within two (2) school days of a student's return, the student's absence will be considered unexcused.**

Absences for religious holy days and/or partial day appointments with health care professionals will be counted as a day of attendance if the student satisfactorily completes the missed school work. These days will also be counted as present for any activities or recognitions that have attendance as criteria.

### Student Tardies

A student is considered tardy if not in class when the bell rings. Tardiness is a disruption to classroom instruction and the educational process. Excessive tardies (10 or more) will result in a referral to the Truancy Reduction Increased Attendance Team (TRIAT) of SBISD.

### Warning Notices to Parents

If a student is absent from school three (3) days or parts of days in a four-week period without parental consent, the parent will be notified by school personnel of the unexcused absences and will have an opportunity to meet with school personnel.

If a student is absent from school ten (10) or more days or parts of days in a six-month period, school personnel are required by law to notify the SBISD Police Department TRIAT Police Officer.

### Parent Contributing to Nonattendance

Following receipt of a written warning as specified in the *Texas Education Code (Sec. 25.095)*, a parent who 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 the *Texas Education Code (Sec. 25.094)*, the court may use the following sanctions against the parent:

- A fine (each day can constitute a separate offense)
- Attendance in a program for parents to help identify the problems that contribute to student truancy
- Community service