



Kountze High School

P.O. Box 460
Kountze, TX 77625

Phone: 409-246-3474
Fax: 409-246-8180

Attendance Plan (Policy and Procedures): Kountze High School

Campus Expectation

Consistent student attendance for all classes is critical for student achievement and success. The primary responsibility for school attendance rests with the parents and students themselves. The schools will assist parents and students in meeting this responsibility.

Students at Kountze High School will be required to attend 90% of their classes to achieve credit, as stated in section 25.092 of the Texas Education Code (TEC). Lectures, class discussions, guided practice, student participation, and teacher follow-up are essential. It is imperative for students to be in their classrooms. Students will be held accountable for their absences.

Attendance State Laws

There are two state laws referenced in section 25.092 of the Texas Education Code (TEC), one dealing with compulsory attendance, the other with attendance for course credit. They are discussed below:

o Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed. Students cannot go to the same college both days unless approval by the principal.



Kountze High School

P.O. Box 460
Kountze, TX 77625

Phone: 409-246-3474
Fax: 409-246-8180

Failure to Comply with Compulsory Attendance

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction termed “accelerated instruction” by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent and the student may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

○ *Attendance for Credit*

To receive credit in a class, a student 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 for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class. ***This plan will consist of an intensive review of the material covered during the class as well as a comprehensive project/portfolio of work that substantiates relative mastery of the subject matter.*** If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

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, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC]

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student’s absences, the committee will attempt to ensure that it is in the best interest of the student.



Kountze High School

P.O. Box 460
Kountze, TX 77625

Phone: 409-246-3474
Fax: 409-246-8180

- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL).

The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

Truancy Prevention and Intervention

○ *Attendance Contracts*

- Attendance contracts will be required of students who have excessive (10% or more) absences from the previous school year.
- Students who are on attendance contracts will be closely monitored for absences. When the student has accrued ten absences, either excused or unexcused, the principal may require doctor's notes for any additional absence.

○ *Poor Attendance Behavior Intervention Plan*

- On the third unexcused absence within a four week period, students will be required to participate in the intervention plan established by the campus.

Attendance Documentation

The attendance clerk **will** attempt to contact parents by phone for each day the student is absent as well as to verify notes brought by students to leave campus during the school day (all notes should be turned into the attendance office at the beginning of the school day to give time for the attendance clerk to verify). Contact by the attendance clerk does not constitute appropriate documentation for the absence.

- **PARENT NOTE AFTER AN ABSENCE**

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent, that describes the reason for the absence to be considered an excused absence. No more than three absences per semester will be considered excused if accompanied only by a parent.



Kountze High School

P.O. Box 460
Kountze, TX 77625

Phone: 409-246-3474
Fax: 409-246-8180

- **DOCTOR'S NOTE AFTER AN ABSENCE FOR ILLNESS**

Upon return to school, a student absent for three (3) 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.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school. [See FEC(LOCAL).]

- A temporary absence, or TA, occurs when the student attends the majority of the school day and upon return to the campus the student provides a doctor's excuse. A TA is not counted against the student's attendance record.

- **ADDITIONAL DOCUMENTATION INFORMATION**

- A note signed by the student, even with the parent's permission, will be considered a forgery and the student will be disciplined.
- Excuse for absence must be brought within (5) five days of the student's return. Excuses brought after (5) five days will not be considered and the absences will be recorded as unexcused.
- Attendance is calculated per class period and each class is considered separately and independently for credit award/denial and truancy.

School-Related Activities

A student is not marked absent when he/she is involved in extra-curricular or other school-related activities such as field trips, athletics, etc., provided the attendance office and the teachers have been properly notified prior to a scheduled activity. These types of absences, sanctioned and approved by the Department of Education, are the only absences considered "excused".

Attendance Review Committee Appearances

Students who accrue absences in any period that exceed 25% of instructional days for the semester must appear before the campus Attendance Review Committee. The committee will make a determination of whether the absences will be allowed and course credit will be awarded. The committee's decision on these matters is final and is only appealable to the Kountze ISD School Board. (*Texas Education Code 25.092*)

Review Dates:

- **Fall:**
 - **November 15, 2017**
 - **December 8, 2017**
- **Spring:**
 - **March 30, 2018**
 - **April 27, 2018**



Kountze High School

P.O. Box 460
Kountze, TX 77625

Phone: 409-246-3474
Fax: 409-246-8180

Review for Extenuating Circumstances

If a student has a situation where there are extenuating circumstances or reasons affecting regular classroom attendance, this student's case may be presented before the Attendance Committee to determine if the hours accumulated due to excessive absences would be waived or reduced. Case reviews would only take place if the student's attendance situation is deemed unique and extenuating enough to where the stated policy guidelines do not fully encompass that situation.

Review Dates:

- **Fall: December 13, 2017**
- **Spring: May 02, 2018**