

Attendance

Attendance Office hours: 7:30 AM - 4:00 PM

Attendance Clerk	<u>Hector Castellano</u>	(830) 931-2243 ext. 1123
Attendance Officer	<u>Joe Romo</u>	(830) 931-0105
Vice Principal	<u>Mike Homann</u>	(830) 931-2243 ext. 1200

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school. A student absent from school without permission will be considered in violation of the law and subject to disciplinary action.

A student may receive a letter from the Attendance Office after 5 absences: and a letter from the Attendance Office and follow up enforcement through the Justice of the Peace for excessive absences.

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 fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

The attendance committee may put the student on contract in order to recover credit, which may include requirements for Saturday School, community service, and near perfect attendance for the length of the contract.

Tardies

School begins at 8:20 AM for 1st period classes. If a student arrives after this time, s/he must sign in at the front foyer receptionist office.

- Students who arrive to the classroom less than ten minutes after the tardy bell are considered tardy. Students who arrive more than ten minutes after the tardy bell are considered tardy absent.
 - Students will receive disciplinary consequences after the third tardy.

Absences

The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year. In most cases, a student is allowed **NO MORE THAN** nine absences per period per semester.

When a student must be absent from school, the student upon return to school must bring either a note, signed by the parent that describes the reason for the absence or a doctor's return to school release. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

When a student must be absent from school, the student upon return to school must bring either a note, signed by the parent that describes the reason for the absence or a doctor's return to school release. Parent notes received 4 or more school days following the absence will no longer be considered an excused absence. A student absent for more than 5 consecutive days because of personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the extended absence from school.

Medical Excuses

When a student attends school on the same day of an appointment, the hours of absence shall be counted as hours of attendance. Students excused under this provision shall be allowed a reasonable time to make up school work missed on those days. A doctor's note is required. If the student does not attend school for part of the day, before or after a doctor's appointment, the absence may count against the 90% attendance requirement.

Release of Students from School

A student who will need to leave school during the day must bring a note from his or her parent that morning and turn it into the Attendance Office.

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent and the attendance office. The student will not be permitted to use a personal cellular phone.

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures.

Makeup Work Assignments

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. School work requests can be made through **Hector Castellano** at 830-931-2243 ext. **1123**

Driver License Attendance Verification

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the campus Attendance office.

For more information see MVHS Campus Handbook.