

5000 - 5999 STUDENT AFFAIRS

5100 IMMIGRANT STUDENTS

It is important to follow regulations outlined by the National Council for Private School Association (NCPSA) regarding immigrant students. Please refer to Form 8054 and all materials included in that section.

5300 ATTENDANCE

The school desires to help the student to develop lifetime habits of responsibility.

Attendance must be recorded in the register daily. This record is a legal document. It must indicate clearly every absence of the student for a half-day or more during each day that school is in session.

Teachers must require satisfactory explanations from parent/s or guardians of students, either in person or in writing, for all cases of absence.

Parents should notify the school/teacher in case their child is not able to attend school on any given day. If the teacher is not notified of the absence, then the teacher/school personnel will contact the parent/guardian to report the absence within the first hour of the school day.

The following policy is in accordance with the Statutory Citation in the Texas Education Code 21.041 Absences:

- A. Except as provided by this section, a student may not be given credit for a class unless the student is in attendance for at least 81 days during a semester.
- B. For students, grades K-8, absences may be aggregated on the basis of 162 days per year.
- C. The School Board of each school shall appoint an Attendance Committee to hear petition for class credit by students who are in attendance fewer than 81 days during a semester. The committee may give class credit to a student who is in attendance fewer than 81 days during a semester because of extenuating circumstances. Each local School Board shall establish guidelines to determine what constitutes extenuating circumstances and shall adopt policies establishing alternative ways for students to make up work or regain credit lost because of absences.
- D. For purposes of reviewing student absences, extenuating circumstances include but are not limited to the following:
 1. An excused absence to observe a religious holy day for which students have satisfactorily completed assignments.

2. Days of suspension for which students have satisfactorily completed assignments for the suspension period.
 3. Participation in a court proceeding or a child abuse/neglect investigation.
 4. The late enrollment and/or early withdrawal for which students have satisfactorily completed assignments.
 5. Days missed by a runaway as defined by Texas Family Code, 51.03.
 6. Participation in a substance abuse rehabilitation program.
- E. Each school administration shall establish alternative ways for students to make up work missed or regain credit lost because of absences for extenuating circumstances. Alternative ways for students to make up work missed or regain credit include tutorials, evening school, correspondence courses, independent study projects, computer assisted instruction, student contracts, and summer school. A school administrator may impose a grade adjustment on the work made up by a student for an absence.
 - F. Provisions under subsection (6.) do not permit or allow credit for work missed due to student absences for excessive participation in extra-curricular activities.
 - G. The Attendance Committee shall hear all cases where a student's attendance falls below 81 days and a petition by the student or the student's parent, legal guardian, or other person having lawful control pursuant to an order of a court has been filed and may review other cases at local option. The hearing may be a review of student attendance records and other appropriate documents; and oral presentation before the committee with the student, his/her parent/s, or other appropriate representatives such as case worker or substance-abuse counselor.
 - H. If a student has an absence that the school administration recognizes as an extenuating circumstance and if the student satisfactorily makes up missed work, the student shall be considered in attendance for the purpose of computing compulsory attendance under the Texas Education Code 21.032 and for driver's license eligibility under the Texas Revised Civil Statutes, Article 6687b.
 - I. Absences due to a homeless situation were added as extenuating circumstances to the state rule on absences. Local school boards will now establish guidelines classifying homelessness as such.
 - J. It is essential that proper notification to students and parents be carried out during the accumulation of absences.
 - K. Refer to Attendance Letters, (attachments #1, 2, and 3) for sample letters to parents of elementary school students.

ATTENDANCE LETTERS

- A. After 5 absences send home the attendance letter with the “sign and return portion” at the bottom of the letter (attachment #1). Make a copy of the letter for the file before you send it. Attach the returned portion of the letter

to your copy when the student returns it. File both in the individual file you keep on the student.

- B. After 2 or 3 more (7 or 8 total) absences repeat the above procedure.
- C. After 12 or 13 absences (total) mail the same letter sent before but without the sign and return portion at the bottom (attachment #2). File a copy of the letter before you mail it.
- D. After 18 absences (total 10 per semester) mail the letter with the petition form attached to it (attachment #3). File a copy of this letter.

PARENT NAME: _____

TEXAS SEVENTH-DAY ADVENTIST SCHOOL SYSTEM

Attachment #1

SCHOOL:

DATE:

STUDENT:

Dear Parent or Guardian:

The Texas State Legislature has amended its policy (TEC 21.041) regarding student attendance/absence. The Texas Conference Board of Education and the local School Board support this policy.

It reads in part ..."students must be in attendance for at least 162 days during the school year in order to receive credit for a class."

The Texas Conference Office of Education school calendar has 180 school days, 90 of those in each semester.

Your child has accumulated _____ absences to date this year, and is in danger of losing class credit.

Please contact me at your earliest convenience so we may discuss this matter.

Sincerely,

Principal

PLEASE SIGN AND RETURN

I have read and understand the attendance letter.

DATE:

STUDENT NAME:

PARENT NAME: _____
TEXAS SEVENTH-DAY ADVENTIST SCHOOL SYSTEM

Attachment #2

SCHOOL:

DATE:

STUDENT NAME:

Dear Parent or Guardian:

The Texas State Legislature has amended its policy (TEC 21.041) in regard to student attendance/absence effective from the 1990-91 school year.

It reads in part ..."students must be in attendance for at least 162 days during the school year in order to receive credit for a class."

The Texas Seventh-day Adventist School System school calendar has 180 school days, 90 of those days in each semester.

Your child has accumulated _____ absences to date this year, and is in danger of losing class credit.

Please contact me at your earliest convenience so we may discuss this matter.

Sincerely,

Principal

PLEASE SIGN AND RETURN

I have read and understand the attendance letter.

DATE:

STUDENT NAME: _____

PARENT NAME: _____

TEXAS SEVENTH-DAY ADVENTIST SCHOOL SYSTEM

Attachment #3

SCHOOL:

DATE:

STUDENT NAME:

Dear Parent or Guardian:

Your child has accumulated _____ absences to date and is in danger of losing class credit.

The Texas Education Code, Section TEC 21.041 and the Texas Conference Board of Education and local school board require that parents whose child has fewer than 162 days per year in attendance must petition the school's Attendance Committee for the child to receive credit for the school year.

The Attendance Committee is authorized to accept petitions for credit from parents. The Committee will consider such factors as extenuating circumstances and alternative ways students can make up work and/or regain credit lost due to absences.

In order for your child to receive class credit, you must petition the Attendance Committee. By completing and returning the attached petition form, you will initiate a review of your child's circumstances by the Attendance Committee.

Thank you for your interest in your child's education and also for your prompt reply.

Sincerely,

Principal

PLEASE SIGN AND RETURN

I have read and understand the attendance letter.

DATE:

STUDENT NAME: _____

PARENT NAME: _____

TEXAS SEVENTH-DAY ADVENTIST SCHOOL SYSTEM

Attachment #4

SCHOOL:

P E T I T I O N T O
A T T E N D A N C E C O M M I T T E E

DATE:

STUDENT:

Please indicate below the appropriate response(s) to be considered by the Attendance Committee.

The maximum allowable days absent from school have been exceeded because of the following extenuating circumstances:

Please allow class credit by alternative methods. Thank you.

Signed:

(Parent or Guardian)

PLEASE RETURN PROMPTLY TO: (your school name and address)