

ATTENDANCE  
ATTENDANCE FOR CREDIT

FEC  
(LEGAL)

ALL ABSENCES CONSIDERED	In order to receive credit or a final grade for a class, a student is required to attend class 90 percent of the days class is offered regardless of whether the student's absences are excused [see FEA] or unexcused. <i>Atty. Gen. Op. JC-0398 (2001)</i>
90 PERCENT RULE	Except as provided below, a student in any grade level from kindergarten through grade 12 shall not be given credit or a final grade for a class unless the student is in attendance 90 percent of the days the class is offered. This restriction does not affect a student's right to excused absences to observe religious holy days [see FEA] and does not apply to a student who receives credit by examination for a class as provided by Education Code 28.023. [See EHDC]
PRINCIPAL'S PLAN	A student who is in attendance for at least 75 percent but less than 90 percent of the days a class is offered may be given credit or a final grade if the student completes a plan approved by the school's principal that provides for the student to meet the instructional requirements of the class. However, a student under the jurisdiction of a court in a criminal or juvenile justice proceeding may not receive credit or a final grade without the consent of the judge presiding over the student's case.
EXTENUATING CIRCUMSTANCES	<p>An attendance committee may give class credit or a final grade to a student because of extenuating circumstances. The Board shall establish guidelines for determining what constitutes extenuating circumstances.</p> <p>The Board shall adopt policies that establish alternative ways for students to make up work or regain credit or a final grade lost because of absences. The alternative ways must include at least one option that does not require a student to pay a fee. The availability of such option must be substantially the same as the availability of the educational program for which the District may charge a fee. [See FP]</p>
ATTENDANCE COMMITTEE	The Board shall appoint one or more attendance committees to hear petitions for class credit or a final grade by students who have not met the 90 percent rule and have not earned class credit or a final grade by completing a principal's plan. Classroom teachers shall comprise a majority of the attendance committee.
APPEAL	If the committee denies a student credit or a final grade, the student may appeal the decision to the Board. The Board's decision may be appealed to the district court of the county in which the District's central administrative office is located.
ADDITIONAL DUTIES	A certified employee may not be assigned additional instructional duties as a result of the above provision outside of the regular

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workday unless the employee is compensated for the duties at a reasonable rate of pay.

*Education Code 25.092*

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	<p>This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.</p>
CONSIDERATION OF ALL ABSENCES	<p>All absences shall be considered in determining whether a student has attended the required percentage of days under this policy.</p>
ATTENDANCE COMMITTEES	<p>The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.</p> <p>The Superintendent or designee shall make the specific appointments in accordance with legal requirements.</p>
PARENTAL NOTICE OF EXCESSIVE ABSENCES	<p>A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.</p>
METHODS FOR REGAINING CREDIT OR AWARDED A FINAL GRADE	<p>When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.</p> <p>If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.</p> <p>Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than 30 days after the last day of classes.</p> <p>The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The attendance committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.</p> <p>Students who have lost credit or have not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.</p>
PERSONAL ILLNESS	<p>When a student's absence for personal illness exceeds three consecutive days, the principal or attendance committee may require that the student present a statement from a physician or health clinic verifying the illness or condition that caused the student's ex-</p>

tended absence from school as a condition of classifying the absence as one for which there are extenuating circumstances.

If a student has established a questionable pattern of absences, the principal or attendance committee may require that a student present a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

GUIDELINES ON  
EXTENUATING  
CIRCUMSTANCES

The attendance committee shall adhere to the following guidelines to determine attendance for award of credit or a final grade:

DAYS OF  
ATTENDANCE

1. If makeup work is completed satisfactorily, excused absences that are allowed under compulsory attendance requirements shall be considered days of attendance for award of credit or final grade. [See FEA(LEGAL) at EXCUSED ABSENCES FOR COMPULSORY ATTENDANCE DETERMINATIONS.]

TRANSFERS /  
MIGRANT  
STUDENTS

2. A transfer or migrant student incurs absences only after his or her enrollment in the District.

DOCUMENTATION

3. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.

CONSIDERATION OF  
CONTROL

4. The committee shall consider whether the absences were for reasons out of the student's or parent's control.

STUDENT'S  
ACADEMIC RECORD

5. The committee shall consider whether or not the student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

INFORMATION  
FROM STUDENT OR  
PARENT

6. The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.

BEST INTEREST  
STANDARD

In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.

IMPOSING  
CONDITIONS FOR  
AWARDING CREDIT  
OR A FINAL GRADE

The committee may impose any of the following conditions for students with excessive absences to regain credit or be awarded a final grade:

1. Completing additional assignments, as specified by the committee or teacher.

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2. Attending tutorial sessions as scheduled, which may include Saturday classes or before- and after-school programs.
3. Maintaining the attendance standards for the rest of the semester.
4. Taking an examination to earn credit. [See EHDB]
5. Attending a flexible school day program.
6. Attending summer school.

In all cases, the student must also earn a passing grade in order to receive credit.

APPEAL PROCESS

A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL).

4. All pants shall be worn at the waist. Tight-fitting pants (e.g. tights, bicycle pants, spandex) are also prohibited.
5. Extra-long belts are prohibited. Belts must be put through the belt loops on the pants.
6. No hats or head coverings (i.e. scarves, bandanas) of any kind are to be worn or brought to school unless approved by the school principal for a special occasion or program or by an ARD or a §504 committee.(Ski caps and/or beanies are not allowed).
7. Unless there is documented medical justification, no sunglasses are to be worn in the building(s).
8. Heavy, full-length outer-wear such as “dusters and trench coats”, are prohibited from being worn in the building.
9. Shirts must be tucked in and staff members should be able to see the student’s belt or belt loops.(Male & Female)
10. Dangling chains are prohibited. This includes chains attached to wallets, footwear, and backpacks.
11. Visible body piercing jewelry is prohibited, except for ear piercing.
12. Gang-related attire is prohibited. (This will be designated by individual campuses).
13. Skate shoes, steel toe or hard plastic toe boots, flip flops and sandals are prohibited.
14. Use of appropriate sweater(s). No hoodies (protective coverings for face and head) are to be worn inside the facility/ building. Jacket hoodies and sweaters must not contain any vulgar or hidden vulgar language, and/or profane graphics.
15. Acrylic nails (stones) prohibited at the elementary level.

These rules apply to all LISD campuses and facilities and to any location off-campus where LISD students are receiving classroom instruction (e.g., official class field trips, internships, or other programs hosted at facilities other than LISD).

The District prohibits any clothing or grooming that in the Principal’s judgment may reasonably be expected to cause disruption or interference with normal school operations or that is determined by the school’s principal or designee to be gang-related or, in reasonable probability, would be construed as gang-related. The student and parent/guardian or designee may determine the student’s personal dress and grooming standards provided they comply with the District’s guidelines. Each campus may adopt additional dress code guidelines, which must be consistent with the district’s guidelines, and, which may be stricter than the District’s guidelines. Principals will announce these additional guidelines in school messenger, over the PA, in newsletters, and shall post them prominently throughout the school. If the principal determines that a student’s grooming violates the dress code, the student shall be given an opportunity to correct the problem at school.

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate these standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action.

**Attendance:**

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led activities, to build each day’s learning on that of the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional objectives; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents.

**Absence Slips:**

Upon returning, students who are absent shall bring a doctor’s note or a note signed by the parent. Notes signed by the parent will not automatically constitute an approved absence. It is up to the discretion of the teacher and administrator (for elementary schools) and Attendance Clerk and administrator (for secondary schools) to determine how an absence will be coded. Notes from parents or doctors justifying absences need to be turned in upon the student’s return to class and not several days later. All students will have 3 days from last day of absence to turn in absent slips (excuses must be from a health care professional licensed to practice in the United States).

**Compulsory Attendance:**

Any child ages 3 – 5 presented to the district for enrollment who meets the eligibility requirements for district programs shall be enrolled at the time they are presented as per district procedures regardless of any known or suspected disability as space permits at the student’s neighborhood campus. Said students will be required to attend school daily and shall be provided with all necessary support services to maintain enrollment successfully.

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her nineteenth (19) birthday is required to attend each school day until the end of the school year.

The District may withdraw a student who is at least 19 years old and is voluntarily enrolled in school when he or she accumulates more than five unexcused absences in a semester. The District may revoke the enrollment of such a student for the remainder of the school year. The student's presence on school property is then unauthorized and may be considered trespassing. The student will be provided Optional Flexible School Day Program opportunities as an intervention before becoming a drop out.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, such as accelerated (additional special) instruction assigned by the grade placement committee and basic skills for ninth graders, or from required tutorial will be considered in violation of the law subject to disciplinary action.

A conference with school and/or district staff for the development of an Attendance Improvement Plan which will detail the expectations for student's attendance, methods for improvement as well as possible consequences. A referral to truancy court may be filed if the student:

1. Is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year and has failed to comply with school/district recommendations on their attendance contract.

### **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.

#### **§ 25.092. Minimum Attendance for class Credit**

- (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 90 percent of the days the class is offered.
  - (a-1) A student who is in attendance for at least 75 percent, but less than 90 percent of the days a class is offered may be given credit for the class if the student completes a plan approved by the school's principal that provides for the student to meet the instructional requirements of the class
- (b) The board of trustees of each school district shall appoint one or more attendance committees to hear petitions for class credit by students who are in attendance fewer than the number of days required under Subsection (a) and have not earned class credit under Subsection (a-1). Classroom teachers shall comprise a majority of the membership of the committee. A committee may give class credit to a student because of extenuating circumstances. Each board of trustees 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. The alternative way must include at least one option that does not require a student to pay a fee authorized under Section 11.158(a) (15). A certified public school employee may not be assigned additional instructional duties as a result of this section outside of the regular workday unless the employee is compensated for the duties at a reasonable rate of pay.
- (c) A member of an attendance committee is not personally liable for any act or omission arising out of duties as a member of an attendance committee.
- (d) If a student is denied credit for a class by an attendance committee, the student may appeal the decision of the board of trustees. The decision of the board may be appealed by trial de novo to the district court of the county in which the school district's central administrative office is located.
- (e) This section does not affect the provision of Section 25.087(b) regarding a student's excused absence from school to observe religious holy days.
- (f) The availability of the option developed under Subsection (b) must be substantially the same as the availability of the educational program developed under Section 11.158(a) (15).

### **Tardies:**

Arriving late to class is a violation of the Student Code of Conduct and is classified as Class Disruption. Students arriving late to class will be subject to disciplinary action for contributing to class disruption and *may* be assigned to make up missed instructional time at the discretion of the campus administration. Morning tardy bells: Elementary School 7:45 a.m., Middle School 8:05 a.m., High School 8:20 a.m.

Arriving late to class may affect a student's consideration for Perfect Attendance Recognition at the end of the school year and the school's Attendance Incentive Program (at the discretion of the campus administration).

### **Make Up Work:**

A student will be permitted to make up tests and to turn in projects due in any class missed because of an excuse absence. Secondary teachers may assign a late penalty to any project in accordance with time lines approved by the