

## 2011-2012 Attendance Policy

Few would argue with the fact that there is a direct correlation between good attendance and success in school – and later in life, too! Please do all that you can to ensure that your child is at school whenever possible. Illness, family emergencies, and other unavoidable reasons for absences are understandable. Vacations, extended trips, and other recreational activities, which can be scheduled during holidays or during the summer, should be avoided during instructional time. Students are expected to attend school regularly and to arrive punctually. Official attendance is taken at 10 a.m. daily.

### **Tardy Policy:**

- The first bell is at 7:35am and the tardy bell is at 7:45am
- School day begins promptly at 7:45am
- Students will be marked tardy if they arrive in the classroom after 7:45 am
- If your child comes to school after 8:00am the parent needs to accompany your child to the office for a tardy permit. “Running Late”, Overslept, Can’t find the car keys, etc. are all considered undocumented (unexcused) tardies.
- **Compulsory Attendance Warning letters are sent out from the District every four weeks. If your child has 3 or more undocumented tardies (partial day) or undocumented absences within a four-week period you will receive a warning letter. Texas Education Code 25.085**

### **Attendance Policy:**

- AISD policy for 2011-12 states that all absences must be documented by a written note. It is no longer enough to just call the attendance line. The note **should** be provided within 2-days upon returning to school (FEC Regulation)
- Your note should state the following: 1) Name of student; 2) Teachers name; 3) Date of absence(s) and 4) Reason for absence.
- You may also wish to notify your child’s teacher directly by phone, although this is not mandatory.
- Your child’s absence will remain undocumented/unexcused until a note has been received in the office.
- Illness, Doctor appointments, Funerals, Religious Days, and Court Appearances are excused absences. **Family Vacations are not.** Many families take vacation throughout the school year. Be advised these absences are unexcused absences (per district policy) and cannot be approved as “excused”.

- If your child is seen by a doctor please send in the doctor's note. If your child stays home ill, but does not go to the doctor, write a note or pick up an absence note in the office.
- As previously stated...
- **Compulsory Attendance Warning letters are sent out from the District every four weeks. If you child has 3 or more undocumented tardies (partial day) or undocumented absences within a four-week period you will receive a warning letter. Texas Education Code 25.085.**

### **Leaving School early:**

- A student who is on time and present at 10:00am but who leaves after that time without an acceptable excuse and/or convenience purposes, will have an "unexcused tardy" posted to his/her attendance record. This results in a loss of instruction for the student for a part of the day. If a student is going to the doctor, please provide a doctor note when they return to school.

## **5 Quick Facts**

1. Missing school one day per week means missing one full year of instruction for every five years that they are in school.
2. Every day a student is absent from class costs AISD \$45 in revenue from the state.
3. If we raise the attendance rate by just 1 percent district-wide, it would result in \$5.6 million per year in increased state revenue. That's money that goes directly into your child's education.
4. If AISD had 100% attendance each year, the school district would receive \$50-\$60 million in additional state funding annually.
5. A diploma has an economic value! High school graduates earn 38 percent more than those without a diploma, and college graduates earn 140 percent more! By graduating from high school, your child can earn more than a million dollars in their lifetime. That can lead to even greater success if they attend college.

Thank you for reviewing the AISD attendance and tardy policies for 2011-12. If you have any questions or concerns please do not hesitate to give me a call!

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