

ATTENDANCE

The desire of the High School Faculty and Staff is for each of our students to reach his/her maximum potential. Achieving this potential is virtually impossible without regular attendance.

Subject to parental guidance, each student must be responsible for his/her own attendance. Administrators and teachers will make every effort to encourage regular attendance by the students and to solicit assistance from parent(s) or guardian(s) in accomplishing this objective.

An ABSENCE is defined as non-attendance in a regularly scheduled class or activity, regardless of the reason for such non-attendance. **Section 25.092 of the Texas Education Code states that a student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered.**

Absences that will not be used in figuring the 10% are:

- a. School related activity absences and
- b. Absences due to religious activities

If a student has unexcused absences on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period from school, both the student and his/her parents can be subject to criminal prosecution under Sections 25.093 and 25.094 of the Texas Education Code. Further, if a student is absent from school without excuse on three days or parts of days within a four-week period: (1) it is the parent's duty to monitor the student's school attendance and require the student to attend school; and (2) the parent is subject to criminal prosecution under Texas Education Code Section 25.093; and (3) a conference is needed between school officials and the parent(s) to discuss the absences.

A student absent from school shall provide a note that describes the reason for absence. The student's parent or guardian shall sign the note. If the student is 18 or older or has been declared by a court to be an emancipated minor, the student may sign in place of a parent or guardian.

Students are identified as TRUANT by having three or more unexcused absences in one or more classes within a four week period or three or more tardies (over 10 minutes late for class) in one or more classes. For truancy purposes, unexcused absences are calculated by class period(s).

Students with unexcused absences and/or tardies may be processed for appearance in TRUANCY COURT as appropriate. It is important that students take responsibility for documenting absences through the Attendance Office as appropriate.

Any additional information can be provided by the Clemens H.S. truancy officer at 210-945-6358 or the Steele H.S. truancy officer at 210-945-6522.