

## GENERAL INFORMATION AND PROCEDURES

### ASBESTOS LAW COMPLIANCE NOTICE

The Schertz-Cibolo-Universal City ISD (SCUCISD) has complied with a federal law requiring schools to be inspected for asbestos and to develop management plans to address asbestos in schools. As required, each campus houses a copy of its management plan, and a copy of the master plan is housed at the facilities and construction building. These copies are available for public viewing. Any questions concerning this matter should be directed to Glenn Mueller, Designated Person for the SCUCISD, at 210-945-6243.

### COMPULSORY ATTENDANCE - EDUCATION CODE SECTION 25.085 – BOARD POLICY FEA

Unless specifically exempted by Section 25.086[0], a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child's 18th birthday shall attend school. On enrollment in prekindergarten or kindergarten, a child shall attend school. State law requires that a student may not be given credit unless the student is in attendance for at least 90% of the time the class is offered. Students with excessive absences will be contacted by the teacher, principal and/or the District's Student Services Coordinator.

### COMPULSORY ATTENDANCE

The District shall notify a student's parent in writing at the beginning of the school year that, if the student is absent from school on ten 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, the student's parent is subject to prosecution under Education Code 25.093, and the student is subject to prosecution under Education Code 25.094 or to referral to a juvenile court in a county with a population less than 100,000.

### ATTENDANCE PARENT LIABILITY

The fact that a parent did not receive notices of absence policies is not a defense to prosecution for the parent's failure to require a child to attend school nor for the student's failure to attend school.

### ATTENDANCE

Official attendance is taken each morning at 10:00 a.m. for all PreK through 4<sup>th</sup> grade students. Please make every effort to have students present at this time.

In case of an absence, the student's teacher and the attendance clerk must be contacted before 9:30 a.m. by the parent of the student in order that arrangements may be made for continuance of academic work.

### STUDENT ABSENCE POLICIES

Parents are required to send written documentation concerning the student's absence on the day the student returns to school including date(s) of absence, reason for absence, parent/guardian signature, and telephone number to call in case of questions. This should be brought to the attendance office within three (3) days of the absence(s) otherwise the absence(s) will be considered unexcused. A note signed by the student, even with the parent's permission, will not be accepted.

### REASON FOR ABSENCE

Absence procedures: When a student has missed five absences in a semester, the student's parent/guardian will be notified. A doctor's excuse or parent conference may be required when students return after absences of more than five consecutive days.

Absences for Extracurricular and Other Activities: School districts shall not schedule, nor permit students to participate in, any school related or sanctioned activities on or off campus that would require, permit, or allow students to be absent from class in any one course per semester that would cause them to be unable to meet the 90% attendance requirement for award of credit.

In order to clarify the idea of absenteeism, the following information is presented:

## **EXCUSED ABSENCES**

The District accepts the following as extenuating circumstances for the purpose of granting credit for a class:

1. An excused absence based on personal illness
2. Illness or death in the family
3. Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders
4. Activities related to obtaining United States citizenship
5. Religious holy days
6. Required court appearances

Students are required to make up assignments, homework, and assessments missed due to absences. Students are allowed two school days for every day of class missed. If students do not complete make-up work in the time allotted, the late work policy will apply. See Appendix A, SCUC Grading Guidelines, for more information.

## **UNEXCUSED ABSENCES**

When a student is absent from school, with or without the knowledge and documented consent of his/her parents for any reason other than those listed above, it is an unexcused absence. In these cases, the school administration will determine if the student is allowed to make up any school work missed. Absences and tardies such as the following are considered unexcused, but not limited to:

1. Trips with parents
2. Baby-sitting
3. Car trouble
4. Missed bus
5. Over-sleeping

## **STUDENT ABSENCES FOR EXTRACURRICULAR OR OTHER ACTIVITIES**

A student may participate in extracurricular or other activities on or off campus that require absence from one or more classes only if that student does not miss any class in which the student does not have and maintain at least a 70 average.

## **APPEAL**

A student and/or parent has the right to appeal an unexcused absence or loss of credit under the following guidelines:

1. Completion of written request
2. Appearance before an appeals committee made up of the principal,(or designee), counselor, teacher, attendance officer, or other designated person. This committee will determine/recommend award or forfeiture of credit for courses on an individual student basis.

## **LATE WORK**

Students are expected to turn in completed assignments at class time on the dates that assignments are due. See Appendix A, SCUC Grading Guidelines, for more information regarding late work.

## **RELEASE OF STUDENTS FROM SCHOOL**

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus.

## **TARDIES**

Parents are asked to help students learn to value education and understand the importance of arriving at school on time and ready to learn. The habits developed by children during their elementary years will last a lifetime. For that reason, **tardiness to class is not acceptable**. Students who are tardy for classes must sign in through the office, by a parent/guardian. A tardy is recorded if a student is not in his/her classroom when the tardy bell rings. Tardies constitute an absence for "parts of a day". (see page 15.) and subject to compulsory attendance laws.

## UNEXCUSED ABSENCES / TARDIES = TRUANCY

### Consequences:

- Your child will struggle with class work, he /she will not totally understand the class work and material.
- Your child will not be prepared to advance and learn new information.
- Important – Instructional activities begin immediately at the start of each day.
- School will document your child's attendance record.
- Truancy Court Appearance
  - Fine - could be \$500 per day.
  - Court Order for child to attend school.
  - Parent/Guardian ordered to attend school for several days.
  - Required to attend counseling.
  - Required to complete Community Service hours.
  - Other penalties deemed appropriate by the court.

### Texas Education Code

Sec. 25.085 Compulsory School Attendance

Sec. 25.093 Parent Contributing to Truancy

Sec. 25.094 Failure to Attend School

### BICYCLES

Bicyclists must abide by state laws and city ordinances. A parking area is provided for bicycles. Students should park bicycles properly and secure with a chain and lock. Precautions will be taken for bicycle safety, but the school is not responsible for damages or losses of bicycles, especially those left after school hours. Students who are habitually careless with bicycles will be asked to leave them at home. Students are expected to walk their bicycles on the school grounds. Helmets are encouraged.

### BOOK BAGS

Students will be allowed to carry items they will need for school in a book bag. Book bags and personal items will be placed in an appropriate location. Book bags should be checked daily for communication and work.

### BULLYING

Bullying is when a student or group of students engages in written or verbal expression, expression through electronic or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and a school district's board of trustees or the board's designee determines that the behavior: (1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or (2) is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. The District has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See FFI (Local)]

### CAFETERIA

Students are expected to eat lunch at school. Those who elect to eat breakfast at school should arrive at least 15 minutes before the first bell. Meal prices often change from year to year, and parents will be notified by memo of these costs. Parents are encouraged to keep a few dollars in their child's meal account at all times. Checks should be made payable to your school cafeteria and are to be taken to the cafeteria manager before the tardy bell. Children who bring lunch from home may purchase milk, condiments and plastic utensils. During the last weeks of school, children without a lunch or money will be asked to call home or will be charged for a snack. The district participates in the National School Lunch Program and offers free and reduced price lunches based upon financial need. We understand that parents will occasionally want to visit the cafeteria and eat lunch with their child. For the safety of all of our children, parents/guardians/visitors must sign-in at the school's main office before proceeding to the cafeteria. Parents/guardians may bring their lunch with them or purchase a meal in the cafeteria.