

Absences & Attendance

In accordance with state law, students are required to attend 90% of the days a class is offered in order to receive course credit. If a student's absences in any class (both excused and unexcused) exceed 10%, then credit for that class may be denied. The student may be called before the Attendance Committee to make an appeal for credit. The Attendance Committee may grant credit if extenuating circumstances contribute to excessive absences.

For all High School courses taken at HPMS:

To receive credit or a final grade in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class. If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the Attendance Review Committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. (See HPISD Board Policy FEC .)

If the faculty Attendance Review Committee finds that there are not extenuating circumstances for absences or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. The student or parent may appeal the Attendance Review Committee's decision to the District Board of Trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL) .

An **excused absence** is defined as any absence resulting from personal illness, illness or death in the family, observance of a religious holiday, or for a cause which is determined to be "uncommon or unavoidable" by the principal or his designee. For an absence to be appropriately classified as excused, the reason for the absence must be stated in writing and signed by the parent or other person standing in parental relation to the student.

An **unexcused absence** is defined as any absence which is not excused, in accordance with the definition cited above. Absences involving family trips, participation in non-school activities, or other similar absences will be classified as unexcused. For this category, makeup work is allowed for major grades and any other assignment deemed necessary by the teacher. All previously assigned major projects and tests must be completed upon the date of return.

Additionally, students may not participate in any school related activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than five times during each semester of the academic year.

If a student is absent, the parent is required to notify the attendance office. **On the morning following the absence, the student is required to bring a note signed by his parent explaining the reason for the absence.** The student must check in at the attendance office to receive an "Admit to Class." The student is required to present the "Admit" slip to his teachers at the beginning of each class period.

Skyward Attendance Codes:

- "8" = parental request – MIS/HPMS has a record of a parent phone call or note from a parent to document a parental request for the student's absence.
- "X" = unexcused – MIS/HPMS does not have documentation from a parent or a doctor as to why the student was absent.
- "T" = tardy.
- "E" = excused / "I" = "Illness" – these codes are used for doctor's appointments or sick days after a student has seen a doctor. We have to have a note on file from a doctor for these codes to occur.
- "O" = Office -- this code is used when a student is in the front office or counseling office for the majority of a class period.

Students are expected to be on time to classes. Students arriving late on a school day are required to bring a note signed by their parent explaining the reason for the late arrival. Students are required to sign in at the attendance office to receive an "Admit to Class." The student must present the "Admit" pass to his/her teacher as he/she enters the classroom.

All tardies are recorded on the student's attendance record.

Absences - Makeup And Incomplete Work Due to Absences

Students are permitted to complete makeup work, tests and projects due in any class missed because of an absence. It is the student's responsibility to check with teachers concerning makeup work when he/she returns after an absence. Students who are absent have a period equivalent to the number of days missed to complete makeup assignments. Please note that one day's absence does not necessarily excuse students from the responsibility of pre-assigned work, projects, or tests on the day of their return.

Students should always refer to teacher pages on the school website (mishpms.hpisd.org) and/or Google Classroom to stay current with class assignments and work as they are absent.