

## 2004-2005 ATTENDANCE POLICY

The Board of Trustees, administration and teachers of the Pasadena Independent School District believe school attendance is a critical factor in a student's ability to learn. Students who attend regularly are more successful in school than those who have frequent absences.

State attendance laws require students to be in attendance for at least ninety (90) percent of the days the class is offered in order to receive credit. The District imposes stricter attendance requirements.

Students in grades 9-12 may not be absent more than three days per course per semester. This requirement applies for both excused and unexcused absences.

Students must be in attendance for at least three (3) hours of the school day to be eligible to participate in any extracurricular activity that day or night.

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### ABSENCE POLICY

#### Day 1, 2, and 3

1. Written parent/guardian note required.  
(Student files note with attendance)

#### Day 4, 5, 6, 7, and 8

1. Doctor's note - No make-up required
2. All other absences - Make-up required \*
3. If time not made up - Non-Credit Status  
Must appeal to attendance committee.

#### Beyond 8

1. All absences - Make-up required \*
2. Non-Credit Status
3. Must appeal to Committee

### MAKE-UP TIME POLICY

**\*Make-up hours are Monday and Thursday afternoons from 3:15 - 6:15 in the cafeteria.**

The number of make-up hours shall be 30 minutes for each period missed.

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A student who has been absent from school must present a written parent/guardian note or doctor's note the day the student returns to school. The student should write their ID number and Homeroom number on the note and submit it to an Attendance Clerk.

After a student's third cumulative absence **in any class** during a semester, the student should provide a statement from a doctor or health clinic verifying each illness-related absence. Failure to provide a doctor's note for any illness-related absence will result in make up time for the student. If the student fails to make up the required amount of time the student may not receive credit for the course(s). Instructional/Academic time missed from a classroom due to a school suspension will require make-up.

An attendance committee will hear petitions for class credit from students who have failed to complete make-up time and/or have not been present the required number of days the course is offered. The attendance appeal forms will be provided to the students approximately three weeks prior to the end of each semester. The committee may grant credit when absences are due to extenuating circumstances with appropriate documentation.

District policy establishes guidelines for determining extenuating circumstances. District policy also establishes ways for students to make up work and/or time and allows the attendance committee to impose conditions in order for a student to regain credit lost because of absences.

**Doctor Appointments** - Absences for doctor's appointments (health care professionals) will be counted as a day of compulsory attendance under the following guidelines.

- The student must either start classes at the beginning of the day and/or return to school at least 30 minutes of one period on the same day of the appointment with a health care professional.
- The student must return to school with the medical verification stating the name of the doctor, the doctor's telephone number, and the time of the appointment. (A receipt of payment will not be acceptable.) **The deadline for submitting the verification shall not be extended beyond the second day the student is in school following the appointment.**
- The student must make up all class work due and/or assigned the day of the absence in a timely manner before the teacher will change his/her classroom record to reflect the student's presence for compulsory attendance.