

This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.

Consideration of All Absences

All absences shall be considered in determining whether a student has attended the required percentage of days under this policy.

Extenuating Circumstances

Reasons for determining extenuating circumstances in granting class credit or a final grade to a student who is in attendance for fewer than 90 percent of the days the class is offered during the semester are as follows:

1. Illness of the student as verified by a doctor's written statement showing the dates of absence.
2. A parent's written request for a homebound teacher if the student is eligible for that service.
3. Illness or death in the immediate family.
4. Weather or road conditions making travel dangerous.
5. A natural disaster.
6. A quarantine period.
7. Days of suspension for which a student has satisfactorily completed the assignments.
8. Participation in a court proceeding or a child abuse/neglect investigation in accordance with applicable guidelines.
9. Activities related to obtaining U.S. citizenship.
10. Serving as an election clerk.
11. Visiting an institution of higher education. [See FEA]
12. Late enrollment or early withdrawal of a migratory student as defined by applicable federal regulations.
13. Days missed as a runaway as defined by Texas law.
14. Completion of a competency-based education program for students identified as at risk in Texas law.
15. Late enrollment or early withdrawal of a student placed in or having resided in a community care home by the Texas Youth Commission.
16. Absences of a teen parent due to caring for his or her child.
17. Participation in a substance abuse rehabilitation program.

18. The observance of religious holy days if the parent submits a written request in advance of the absence(s).

19. Others.*

*If possible, any conditions other than one of the above that the building principal considers extenuating circumstances shall be submitted to the director of school administration prior to review by the attendance committee.

A student whose absence is excused for these reasons may not be penalized for that absence.

**Religious Holidays /
Medical Absences**

A student shall be excused from attending school for the purpose of observing religious holy days, including travel for that purpose, if before the absence the parent, guardian, or person having custody or control of the student submits a written request for the excused absence. [See FEA and FEB(LEGAL)]

A student shall be excused for temporary absence resulting from a documented appointment with a health-care professional if that student commences classes or returns to school on the same day of the appointment.

**Absences and
Makeup Work**

If a student has an absence that the District recognizes as an extenuating circumstance and if the student satisfactorily makes up missed work, the student shall be considered in attendance for the purpose of computing compulsory attendance under TEC 25.092 and for driver's license eligibility under Texas Revised Civil Statutes, Article 6687b. [See FEC(LEGAL)]

A student whose absence is excused shall be allowed a reasonable time to make up school work missed on those days. The student shall be expected to make up all reports, assignments, tests, and the like, missed for excused absences in the same number of days in which he or she was absent unless the teacher lengthens the schedule. Makeup work not completed in the scheduled time shall result in "0's" on those assignments. [See EIAB]

Days missed by a student suspended out of school shall be considered excused if the student satisfactorily completes missed assignments in the same number of days he or she was absent. Every grade that is recorded for work that was due on the day(s) the student was suspended shall be reduced by ten percent. [See EIAB]

**Attendance
Committees**

The principal, one associate or assistant principal, and three teachers selected annually by the principal at each District school shall serve as that school's attendance committee to hear petitions for class credit on behalf of students who are in attendance fewer than

90 percent of the days the class is offered during a semester and who have been absent for reasons other than those previously listed under extenuating circumstances. The hearing may be a review of student attendance records and other appropriate documents or an oral presentation before the committee with the student, his or her parent, legal guardian, or other person having lawful control pursuant to an order of a court, or other appropriate representative such as a case worker or substance abuse counselor.

Alternative ways for students to make up or regain credit lost because of absences shall include, but not be limited to, the following:

1. Tutorial sessions conducted by the District.
2. Teacher-directed independent study project(s) as approved by the school principal.
3. Distance learning courses in accordance with standard TEA and District procedures currently in existence.
4. Summer school attendance conducted by an accredited public school system.
5. Credit by examination with prior instruction. [See EHDB]

Procedures in addition to the above shall require written approval of the assistant superintendent for instruction.

Appeal Process

A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL).