

## DISTRICT POLICY

Regular school attendance is essential for the student to make the most of his or her education--to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in a serious disruption of a student's mastery of the instructional materials; therefore, the student and parent/guardian should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for credit, should be of special interest to students and parents/guardians. Be advised, a court of law may also impose penalties against both the student and/or parent(s)/guardian(s) if a school-aged student is deliberately not attending school.

Access <http://www.neisd.net/pupil/documents/AttendingRegulation.pdf> for specific information regarding minimum attendance requirement, acceptable reasons for school absence, truancy, and the due process steps.

Permission to leave school: A student who knows in advance that he/she will need to leave the building during school hours should have a written request from his/her parents/guardians. If the intent is for the student to be out of the building for only a part of the day, the time limits should be specified on the written request. This request should be presented to the attendance office before school begins. A permit will be issued and will serve as a pass for the student to report to the attendance office prior to leaving the building. For safety reasons, students will be released ONLY to parents/guardians or persons listed on the emergency card, which provide proper picture identification prior to the child's release. When the student returns to school, he/she should report to the attendance office for a readmission slip to class. Under no circumstances should students leave the school campus without proper permission from administrative personnel/attendance office. Failure to do so will result in administrative disciplinary action. All students who leave campus during school hours must sign out through the attendance office before leaving school grounds.