



Attendance Plan (Policy and Procedures): New Braunfels HS

Campus Expectation

Consistent student attendance for all classes is critical for student achievement and success. The primary responsibility for school attendance rests with the parents and students themselves. The schools will assist parents and students in meeting this responsibility.

Students at New Braunfels High School will be required to attend 90% of their classes to achieve credit, as stated in section 25.092 of the Texas Education Code (TEC). Lectures, class discussions, guided practice, student participation, and teacher follow-up are essential. It is imperative for students to be in their classrooms. Students will be held accountable for their absences. If their absences exceed the allowable amount per semester, opportunity will be provided for students to make-up academic class time missed by attending Saturday School.

Saturday School is by no means intended to be a punitive measure. It is, rather, an academic study opportunity for students to make up lost seat time for each of their respective classes. A policy such as this must be consistent for all students on campus. This policy is intended to impress upon all students that school attendance should not be taken lightly and their diligence in attending classes on time daily will help them achieve more academically. This policy is intended to enhance the attitude that it is difficult for students to be successful if they are not attending their classes regularly.

Attendance Policy Guidelines and Procedures

Allowed Absences per Class per Semester

At the beginning of each of the two (2) semesters during the school year, all students will start with ZERO absences. Each student is allowed nine (9) absences per class per semester. Absences in excess of nine must be made up two weeks before the last day of instruction for the semester in order for students to receive credit for each of their classes. After the ninth (9th) absence of the semester, they will need to make up time lost from class instruction by attending Saturday School.

Saturday School

Saturday School is held in the cafeteria from 8:00 am to 12:00 pm, unless otherwise stated. In order to be admitted into Saturday School, students must report on time with study materials and assignments. Any student arriving tardy will not be allowed admittance. Transportation to and from Saturday School is the responsibility of the student. While in attendance, all students will sit quietly and complete their respective assignments, or engage in independent reading and/or writing. Generally, talking is not allowed except during specified times as permitted by the Saturday School Monitor. Any student who does not follow Saturday School rules while in attendance will be asked to leave and consequently will not receive credit for attending Saturday School that day.

Saturday School Schedule

SEE ATTACHED SCHEDULES FOR FALL AND SPRING

Students must be on time for a Saturday School, or they will not be allowed admittance. If a student leaves during a Saturday School, he/she may not return during that Saturday School.

Students are strongly encouraged to do two (2) things: (1) Make-up absences as soon as possible; and (2) Consider, as a positive option, attending Saturday School to make-up all absences, thus enabling the student to “zero” out all absences in the event of an untimely illness or absences close to the end of the semester.

School-Related Activities

A student is not marked absent when he/she is involved in extra-curricular or other school-related activities such as field trips, athletics, etc., provided the attendance office and the teachers have been properly notified prior to a scheduled activity. These types of absences, sanctioned and approved by the Department of Education, are the only absences considered “excused”.

Parent/Student Notification

Upon reaching his/her fifth (5th) to ninth (9th) absence, the student will be notified by the Attendance Coordinator/Administrator in writing that any future absences after the limit of nine (9) will need to be made up by completing Saturday School, or the student will not receive credit for that respective subject. This "Five to Nine Day Absence Notification" form will be signed by the student to be taken home for parental signature and then returned to the Attendance Coordinator/Administrator. A copy of this notification form will be provided to the student. Please make sure that the school registrar's office, (830) 627-6028, has accurate and updated information regarding home and work phone numbers, as well as addresses.

Please remember that school attendance is the primary responsibility of the student and their parents. We encourage parents to contact the child's counselor to check on his/her academic progress as well as attendance status. Any questions or concerns regarding attendance may be addressed to the attendance coordinator at (830) 627-6010.

SEE ATTACHED FORM

Tardies

It is the student's responsibility to reach his/her class on time every day. Students will be required to be in their classrooms before the tardy bell rings. If students are tardy to class, the tardy will be recorded by the teacher in Texas Gradebook.

Nature of Absences

The nine (9) allowable absences per class per semester are designed for legitimate situations, which may cause occasional, unpredictable, or untimely absence. These allowable absences are definitely not used for purposely "cutting" class or being truant in any manner. Legitimate situations would include, yet not be restricted to, the following examples: a) late transportation; b) normal illness such as the common cold or flu; and c) personal or family situations which may prohibit attendance in school for some reason. The examples just stated are, however, still counted toward Saturday School make up. As stated under the "Saturday School Schedule" section, students will have the opportunity to "zero" out their absences by attending Saturday School. **All requests to excuse absences should be turned in to the attendance office within three (3) days of the student's return to school**, as stated on page eight (8) of the NBISD Student Handbook.

Doctor Notes

The only doctor notes which will be accepted are for long-term or chronic illnesses, sudden serious injury, or other medical conditions, which may cause frequent absence from school.

Administrative Review

If a student has a situation where there are extenuating circumstances or reasons affecting regular classroom attendance, this student's case may be presented before the Attendance Committee to determine if the hours accumulated due to excessive absences would be waived or reduced. Case reviews would only take place if the student's attendance situation is deemed unique and extenuating enough to where the stated policy guidelines do not fully encompass that situation.