

ATTENDANCE PROCEDURES PARENTS, TEACHERS AND STUDENTS

ATTENDANCE OFFICE HOURS 7:40-4:30

ASSISTANT PRINCIPALS

Mr. Harris
A - L

Ms. Jones
Attendance

Mr. Gutierrez
M - Z

Mr. O'Hara
9th Grade

DAILY ABSENCES

1. IF A STUDENT IS **ABSENT OR LATE**, PLEASE CALL THE SCHOOL AT **581-3316** BETWEEN 7:30 AM AND 12:00 PM THE DAY HE/SHE IS ABSENT. **NOTES ARE NOT ACCEPTED.**
2. PARENT /LEGAL GUARDIAN **MUST CALL EVERY DAY** THE STUDENT IS ABSENT.
3. IF A CALL IS NOT RECEIVED ON **THE DAY OF ABSENCE, IT WILL BE UNEXCUSED. THE STUDENT HAS 24 HOURS TO CORRECT AN ABSENCE.**
4. **CAR PROBLEMS ARE NOT EXCUSED BY DISTRICT POLICY.**
5. **IF A STUDENT ARRIVES 10 MINUTES LATE TO CLASS AND THE TEACHER HAS ALREADY TAKEN ATTENDANCE THE STUDENT IS COUNTED ABSENT.**
6. **A STUDENT IS REQUIRED TO BRING A DR'S NOTE AFTER THE 3rd ABSENCE.**
7. **PARENTS CAN ACCESS THE PARENT PORTAL BY GOING TO episd.org AND ON THE RIGHT HAND SIDE FIND THE PARENT PORTAL SITE AND REGISTER. PARENTS WILL BE ABLE TO SEE ATTENDANCE, GRADES, AND E-MAIL TEACHERS**

PASSES TO LEAVE CAMPUS

IF A STUDENT LEAVES THE CAMPUS FOR AN APPOINTMENT, HE/SHE MUST FOLLOW THESE PROCEDURES:

1. IF A NOTE IS WRITTEN BY A PARENT/GUARDIAN, IT WILL BE VERIFIED BY PHONE BY THE ATTENDANCE OFFICE STAFF BEFORE A PASS IS GIVEN.
2. PRESENT THE PASS TO THE TEACHER IN ORDER TO LEAVE.
3. **IF A STUDENT MUST LEAVE THE SCHOOL FOR ANY REASON, THE PARENT MUST COME TO THE OFFICE TO SIGN OUT THE STUDENT. PHONE CALLS ARE NOT ACCEPTABLE. IF A STUDENT FAILS TO SIGN OUT, THE ABSENCE WILL BE CONSIDERED UNEXCUSED.**
4. THE FOLLOWING DAY, A **NOTE** FROM THE DOCTOR, DENTIST, ETC WILL BE **REQUIRED** TO EXCUSE THE ABSENCE.
5. **IF A STUDENT LEAVES CAMPUS DURING CLASS TIME OR IN BETWEEN CLASSES FOR WHATEVER REASON, WITHOUT SIGNING OUT, THE ABSENCE WILL REMAIN UNEXCUSED.**
6. WRITTEN PERMISSION BY A PARENT/GUARDIAN IS REQUIRED FOR COLLEGE VISITS AND RELIGIOUS HOLIDAYS PRIOR TO THE ABSENCE. **A NOTE FROM THE**

COLLEGE OR THE RELIGIOUS INSTITUTION WILL BE REQUIRED UPON THE STUDENT'S RETURN.

EMERGENCY ILLNESS

IF A STUDENT BECOMES ILL DURING THE DAY, PLEASE FOLLOW THESE INSTRUCTIONS:

1. OBTAIN A PASS FROM THE TEACHER AND SEE THE SCHOOL NURSE.
2. IF A STUDENT BECOMES ILL, **DO NOT** GO ONLY TO THE RESTROOM OR TO YOUR CAR. THE STUDENT **MUST** REPORT TO THE **SCHOOL NURSE OR ATTENDANCE OFFICE, OTHERWISE THE ABSENCE WILL BE UNEXCUSED.**
3. IF NECESSARY, THE SCHOOL NURSE WILL NOTIFY THE PARENT TO PICK UP THE STUDENT.
4. IF ANY STUDENT BECOMES ILL DURING LUNCH AND REMAINS HOME, THE PARENT MUST CALL IN THE ABSENCE. FRESHMEN CANNOT LEAVE THE CAMPUS FOR LUNCH.
5. **STUDENTS WHO ARE 18 YEARS OLD MAY NOT SIGN THEMSELVES OUT, UNLESS THEY ARE OFFICIALLY EMANCIPATED. EMANCIPATION DOCUMENTATION MUST BE ON FILE IN THE REGISTRAR'S OFFICE.**

TARDIES

ALL TARDIES, UNLESS OTHERWISE SPECIFIED BY AN ASSISTANT PRINCIPAL, ARE UNEXCUSED. THEREFORE, IT IS EXTREMELY IMPORTANT THAT ALL STUDENTS BE ON TIME TO CLASS. SECOND PERIOD IS OUR ACCOUNTING PERIOD FOR THE STATE OF TEXAS AND TARDIES ARE NOT RECORDED. THE STUDENT IS EITHER PRESENT OR ABSENT.

TEACHERS WILL HANDLE THEIR OWN TARDIES TO CLASS.

STUDENT ATTENDANCE SHOULD BE CHECKED TWICE MONTHLY BY PARENTS AND STUDENTS. PLEASE CHECK ON THE PARENT PORTAL WHEN POSSIBLE.

WHEN STUDENTS NEED TO LEAVE EARLY THEY MUST BRING A NOTE FROM THE PARENT TO THE ATTENDANCE OFFICE IN THE MORNING SO WE CAN CONFIRM IT AND GIVE THEM A PASS. IT WILL BE A FASTER PROCESS AND YOU WILL NOT HAVE TO WAIT FOR YOUR CHILD. WE TRY NOT TO INTERRUPT THE CLASSES.

WE DO NOT SEND FOR STUDENTS WITHIN 15 MINUTES OF THEIR LUNCH TIME OR FOR THE LAST 15 MINUTES OF THE INSTRUCTIONAL DAY.

PHONE MESSAGES TO STUDENTS

UNLESS APPROVED BY AN ASSISTANT PRINCIPAL, NO MESSAGES WILL BE DELIVERED TO A STUDENT IN THE CLASSROOM DURING INSTRUCTIONAL TIME.