ARRIVING TO CLASS ON TIME

ARE YOU IN DANGER OF LOSING CREDIT?

- If you have exceeded the amount of absences allowable to receive course credit, you can complete attendance recovery.
- Be Proactive! The Attendance Team is here to help you. Contact the attendance team to create a plan for success.
- You need to meet with Mrs. Villarreal and/or designee to determine the amount of hours you owe per class.
- Attendance Recovery is hour per hour.
- Be aware, there are deadlines set for each semester to complete the necessary hours.

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<tr>
<th>Bell Schedule</th>
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<tr>
<td>1st Tardy</td>
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<td>3rd Tardy</td>
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The Warrior Tardy Policy

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<tr>
<th>Tardy</th>
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<tr>
<td>1st</td>
<td>Warning</td>
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<td>4th</td>
<td>Warning</td>
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<td>5th</td>
<td>Parent Conference</td>
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<td>6th + Tardies</td>
<td>ISS</td>
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</tbody>
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ATTENDANCE MATTERS

WARREN & CONSTRUCTION CAREERS

Be Safe
Be Respectful
Be Responsible

Contact:

WHS phone 210.397.4200
Fax 210.257.4246
Attendance 210.397.4208

2015-2016
WHAT THE ATTENDANCE LAW STATES ABOUT EARNING HIGH SCHOOL CREDIT

- The student needs to have a 70% or better average in the course.
- The student needs to be in class 90% of the class time to receive credit for a course.
- A student absent more than 10% of the class time will not receive credit for the course regardless of what his/her grade is. Excused and unexcused absences count as part of the 10% class time.
- The State of Texas looks at each individual course separately when determining earning course credit.

LEARNING + ATTENDANCE = GRADUATION

EXCUSED VS. UNEXCUSED

An Excused Absence is…
- Personal Illness
- Medical Appointments
- Family Funerals
- Court appointments with a subpoena
- Family emergencies with explanation

An Unexcused Absence is…
- Car trouble/flat tire
- Missing the bus/ride
- Oversleeping
- Renewing a driver’s license
- Caring for a sibling
- Busy traffic
- Notes without pertinent information

HEALTH EXCUSE

A student who has a health care appointment will be marked absent and will receive a “Health” or “H” excuse, if the following criteria are met:
- Student is present for at least part of the school day
- Documentation is turned in from the health care professional confirming the appointment
- Parent/guardian must sign the student in or out at the attendance office.

ABSENT BY TARDY

1. A student arriving after 9:05 a.m. due to tardiness must sign in at the attendance office and receive an Absent by Tardy slip.

2. A student arriving 15 minutes or more late to a class period (2nd – 8th) need to report to the attendance office and receive an Absent by Tardy slip.

A STUDENT’S RESPONSIBILITY

If you miss school, a written note must be turned in at the Attendance Office.

The absent note must include the following:

1. Student Name & ID
2. Date of Note
3. Date(s) of absence
4. Specific reason for the absence
5. Doctor or parent/guardian signature
6. Parent phone number

It is very important the note is turned in within 3 days of returning to school after an absence, otherwise the absence remains unexcused.

CHECKING OUT OF SCHOOL

- A parent must sign out their child in the attendance office.
- You need to bring a note the following day or within 3 days of returning to school justifying your absence
- If you become ill at school and the nurse determines you need to go home, your parent will need to sign you out at the attendance office.