

WITHDRAWALS

The parent or guardian must be present to sign forms and withdraw a student. On the day of withdrawal, the student should go to the registrar's office and get a copy of the Student Withdrawal Form. He/she should report to his/her teachers, librarian, nurse, assistant principal, attendance clerk, counselor and bookkeeper for appropriate signatures. Teachers will sign the withdrawal form and enter the grade and return textbooks to the library. It is recommended the student clean out his/her locker prior to getting signatures so all books can be turned in at the same time. The bookkeeper and registrar will be the last two to sign this form in order to verify that all financial obligations are met.

ATTENDANCE AND PUNCTUALITY

Texas state law requires children between the ages of 6 and 18 attend school each school day for the entire period the program of instruction is provided. A person who voluntarily enrolls in school or voluntarily attends school after 18th birthday shall also attend school each school day for entire period the program of instruction is provided. Additionally, regular attendance is necessary if satisfactory schoolwork is to be done. Pupils should not stay out of school for trivial reasons. The education of youth is far too important to be put in second place. The school is held accountable for students residing within its district boundaries and must submit reports of attendance regularly to the Texas Education Agency.

Parent's need only to notify the school of his/her student's attendance if the student will be/has been absent for 3 or more days consecutively. **Friendswood High School: 281-482-3413 ext. 6537 or 6538.**

If a student's absence is not reported, the parents will be contacted by phone. Calls are made both during the school day and in the evening to the student's home between 6pm and 9pm.

Following ANY absence from school, the student must bring a written statement from the parent, medical professional or court explaining the absence. The written statement must be presented to the attendance office within three (3) days of the student's return to school. Notes turned in after the three-day limit will be dated and kept on file, but the absence will remain unexcused unless the principal gives his/her approval to accept the note late because of extenuating circumstances. It is both a state and local requirement that these statements (notes) are kept on file. A student who misses **more than three consecutive days** of school due to any illness or injury **MUST** present a statement from the physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. If a student misses class due to

a medical appointment, the student must bring documentation from the doctor's office stating the date and time of the student's visit upon the student's return to school. If a student checks out of school through the nurse's office and misses more than the remainder of that day, he/she must bring a note to the attendance office regarding the absence.

Students must check in and out through the attendance office. Students arriving after classes have begun must sign in through the attendance office. Students leaving before his/her classes are over must check out with the attendance office. Failure to check in and out properly may result in disciplinary action being assigned.

THE ATTENDANCE OFFICE WILL NOT DELIVER MESSAGES TO STUDENTS UNLESS APPROVED BY AN ADMINISTRATOR

State law requires a student be in attendance at least 90% of the time that a class is offered. If a student does not meet the attendance requirement, credit will be denied. Furthermore, by state law, your student may not participate in co-curricular activities, receive a proof of enrollment to take driver's education, or receive or renew a driver's license without completing make-up hours.

The parent and student will be notified in writing when a student has accumulated excessive absences. Parents will receive a notice through the mail. Parents are advised to call the attendance office if they are unaware of the number of absences that their child has accumulated. Parents are welcome to come to the school or call to check on their child's attendance record at any time. Parents may also view attendance online at Parent Connection.

ABSENCES

See Standards of Student Conduct

SKIPPING CLASS

See Standards of Student Conduct

TRUANCY/FAILING TO ATTEND SCHOOL

See Standards of Student Conduct for violations of compulsory school attendance laws of truancy.

TESTING DAYS

In order to maintain a quiet and secure testing environment, parents are requested to only check out students for doctor's appointments or funerals. Checking students out for unnecessary reasons leads to interruptions in classrooms and excessive students in the hallways. This applies to ALL students, whether taking EOC or not. We thank you in advance for your help.

TARDIES

On the 4th tardy to one class, a student may be referred to the office for disciplinary action. Every three tardies to a period will count as an absence in that period.

TRIPS

If a student is leaving on a trip with parents, that student must have a parental note approved by the principal. This note is then sent to all teachers and it becomes the student's responsibility to ask the teacher for assignments and make up work.

MARRIED STUDENTS AND COMPULSORY ATTENDANCE

Although students who are married are legally adults, this fact does not mean they are not legally required to attend school until they are age 18. Recent changes to the laws on how schools enforce compulsory attendance give us the authority to file charges directly against students who are married, have not graduated from high school, and do not attend school. We will work aggressively with local authorities to make sure all students who are within compulsory attendance requirements come to school.