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INITIAL NOTIFICATION

Dear Parents and Guardians,

Compulsory Attendance Law:

The State of Texas requires that all students at least 6 years of age and not yet 19 attend school until they obtain a diploma. It is important that students attend school each day. There is a very strong connection between student attendance and academic performance in school. Therefore, when students miss class, they miss out on learning. Under §25.085(c), compulsory attendance also applies to students below the age for compulsory attendance during any period that the student is voluntarily enrolled in prekindergarten or kindergarten.

90% Rule:

In addition to the Compulsory Attendance Law, there is the 90% law. In order to receive credit for a final grade for a class, a student is required to attend class 90 percent of the days a class is offered regardless of whether the student's absences are excused [see FEA] or unexcused. Atty. Gen. Op. JC-0398 (2001). If the student does not meet this requirement, the student must go through an Attendance Recovery Process.

If the student drops below 90% but attends class at least at 75% of the days the class is offered, the student may earn credit for the class by completing a plan approved by the principal.

Submission of the attendance appeal must occur within 30 school days of the end of the semester in which the credit was denied. The campus attendance committee then meets and renders a decision based on the circumstances as presented by the student and parent within 30 school days of the end of the semester in which the credit was denied.

Credit Loss Defined:

When students do not meet the 90% attendance rate in a class, it is reflected on their report cards as course credit denial or in the number of recorded absences in their student attendance records.

Illness:

We do recognize, however, that perfect attendance is not always possible. Ill children should be kept at home to allow recovery and to keep other students from contracting the illness if contagious.



If your child is absent from all or part of a school day, the student—upon arrival or return to school—must bring a note signed by the guardian or health care professional that describes the reason for the absence. All notes should be provided within two days of returning to school. The campus will update attendance records based on the provided documentation.

If you have any questions about your child's attendance record, please ask your child's school.

Remote Learning Attendance:

Daily attendance, while in remote learning, is the same attendance requirement as if a student is learning on campus in person. Every enrolled student is required to check in with each teacher in their respective daily classes for every day school is in session in order to not be marked absent from a school day, part of a school day, or a class period.

Manara Academy is offering Asynchronous Learning when learning remotely. This is where students complete studies and classwork independently. However, there are daily opportunities for Synchronous Instruction (learning with their content teachers). In order to be marked present for daily and hourly attendance, students must attend their synchronous instruction sessions (virtual instruction) and complete their asynchronous work and submit their work daily on days school is in session according to the school calendar. If you are experiencing technical connectivity issues, are unable to successfully meet the requirements of asynchronous learning, require or request low tech learning (work packets) please contact the school, teacher or principal for support.

Truancy:

If a student is absent from school on 10 or more days or parts of days within a six-month period in the same school year:

- (1) The student's parent is subject to prosecution under Section 25.093; and
- (2) The student is subject to referral to a truancy court for truant conduct under Section 65.003(a), Family Code.

If you have any questions regarding school attendance requirements or attendance, please do not hesitate to contact your child's school, teacher or principal.

Thank you for your cooperation and support regarding school attendance.

Denise Sudan, Interim Superintendent



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ATTENDANCE NOTIFICATION - ABSENT 3 OR MORE DAYS WITHIN A 4 WEEK PERIOD

STUDENT ABSENCES – STATE REQUIRED NOTIFICATION LETTER

Date:

To the Parents of:

School attendance has a direct impact on academic achievement. In order to make the most of educational opportunities, students must have consistent, punctual daily attendance. Section 25.087 of the Texas Education Code requires us to notify the parent or guardian if a student has been absent from school for three or more days within a four-week period. Our records indicate that your child has the following absences without excuse:

CHILD NAME:

CHILD SCHOOL:

ABSENCE DATES:

Students must be in the classroom when roll is taken to be counted present when In Person Learning and Engaging in ALL CLASSES DAILY when Hybrid or At Home Learning. If you believe your child was present at school, please call the school office.

To provide a reason for your child's absences, please write a note with an explanation either by hand or email and submit an explanation for each day of absence and send it to the school office.

Parents, guardians, and school officials share a responsibility to make earnest and persistent efforts to resolve attendance problems. Parents or guardians are always welcome and are encouraged to call or visit the school for current attendance information concerning their students.

Thank you for your attention to this matter.

Sincerely, [Principal or Assistant Principal] [Campus Name]



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ATTENDANCE NOTIFICATION: ABSENT 5 OR MORE DAYS

STUDENT ABSENCES-CAUTION LETTER

Date:

To the Parents of:

One of the administrative functions of a school is to monitor student attendance. State law and district policy require a review of individual student attendance records when certain numbers of absences from school are recorded for those individual students. The point of that review is to determine whether the absences are due to reasons that are allowed in law and policy, or whether they do not fall into these categories. Absences for part of a day (tardy, early departure, or leave and return during the day) are considered when cumulative absences are reviewed. There are various legitimate reasons for missing all or part of a school day, including illness and doctor/dentist appointments. It is helpful to our record keeping when parents provide us with notes from the health care professional confirming appointments and diagnosed illnesses. Documentation of allowable absences is very important to attendance reviews.

Our records indicate that your child, _____, in grade at _____ has been absent a minimum of 5 days or parts of days during this school year.

If this information is consistent with your records, and you have already provided appropriate documentation for the time at school missed, then you do not need to do anything further at this time. We appreciate your help in staying current with your documentation.

If you feel that this information is correct, but you haven't provided documentation, please do so at your earliest convenience.

If you feel that the information is incorrect, please contact your school to confirm the correct information. We appreciate the opportunity to work with you and your child.

Sincerely,

[Campus Administrator Signature] [Campus Name]



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ATTENDANCE NOTIFICATION: ABSENT 8 OR MORE DAYS

STUDENT ABSENCES – WARNING LETTER

Date:

To the Parents of _____:

As part of the continuing process of review of attendance for students throughout the year, Manara Academy has established an Attendance Committee to review cases involving absences that exceed 10% of the time enrolled in a course of study. The Committee's job is to determine whether credit should be given for a course based on the circumstances involved in the absences.

Our records indicate that your child, _____, in ____ grade at _____ has been absent a minimum of 8 days/parts of days during this school year. If the number of absences reaches more than 10% of the days enrolled, then your child's case will be referred to the attendance committee. If that occurs, you will have the opportunity to submit a written explanation for the absences, which the Committee will use to determine how to proceed. The Attendance Committee has the following options to recommend after reviewing the case:

1. Grant credit for the course and/or promote to the next grade level (absences excused due to acceptable extenuating circumstances)
2. Grant credit with stipulations(concerning future absences)
3. Deny credit for course(unless Attendance Committee stipulations are met)

If the absence information shown above is consistent with your records, and you have already provided appropriate documentation for the parts of days missed, then you do not need to do anything further at this time. We appreciate your help in staying current with your documentation.

If you feel that this information is correct, but you have not provided documentation, please do so at your earliest convenience. If you feel that the information is incorrect, please contact your building administration to confirm the correct information. We appreciate the opportunity to work with you and your child.

Sincerely, [Campus Administrator Signature] [Campus Name]



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NOTICE OF INTENT TO INITIATE COURT PROCEEDINGS

Date:

The Manara Academy Attendance Committee has reviewed the attendance records for your student, _____.

Current records indicate that he/she has been enrolled in Manara for _____ days and has been absent for _____ days or parts of days during that same time period. Under the laws of the state of Texas with regard to public school attendance these absences are a violation of one or more sections contained in those laws.

In addition, we have sent three previous notices to you concerning these absences. As of this date we have not received any documentation from you that would cause us to consider these absences as anything other than **voluntary unexcused absences**.

With these facts in mind, this letter will serve to inform you that if _____ is absent one(1) time following the date of this letter without proper documentation under the law as referenced above, it is our notice of intent to initiate court proceedings under the law to account for the unexcused absences listed in this letter.

If you feel that our records are in error or you have questions with regard to your student's attendance, please contact us immediately.

Sincerely,

Denise Sudan

Interim Superintendent



STATE OF TEXAS ATTENDANCE REGULATIONS

I. Compulsory Attendance:

Under §25.085, compulsory attendance applies to students who are at least six years old as of September 1 of the applicable school year. The law requires a student to attend public school until the student's 19th birthday, unless the student is exempt under §25.086.

Under §25.085(c), compulsory attendance also applies to students below the age for compulsory attendance during any period that the student is voluntarily enrolled in prekindergarten or kindergarten.

In addition, under §25.085(d), compulsory attendance applies to certain extended-year programs, tutorial classes, accelerated reading instruction programs, accelerated instruction programs, basic skills programs, and summer programs for students subject to certain disciplinary removals.

Compulsory attendance is enforced through §25.093 and Chapter 65, Texas Family Code.

Compulsory Attendance Exemptions:

Expelled Students: The exemption from compulsory attendance for students who have been expelled applies only in a school district that does not participate in a mandatory juvenile justice alternative education program (JJAEP).

17 year-old in Preparation Course for High School Equivalency Examination: The exemption from compulsory attendance for a child attending a course to prepare for a high school equivalency examination who is at least 17 years of age applies if: 1) the child has the permission of the child's parent or guardian to attend the course; 2) the child is required by court order to attend the course; 3) the child has established a residence separate and apart from the child's parent, guardian, or other person having lawful control; or 4) the child is homeless.

16 year-old in Preparation Course for High School Equivalency Examination: There is a separate exemption for a child attending a course to prepare for a high school equivalency examination who is at least 16 years old.



This exemption applies if the child is enrolled in a Job Corps training program or the child is recommended to take the course by a public agency that has supervision or custody of the child under a court order.

Truancy Prevention Measures: A school district is required to adopt truancy prevention measures under §25.0915. If a student has three or more unexcused absences for three or more days or parts of days within a four-week period but less than 10 or more days or parts of days within a six-month period, the district shall initiate truancy prevention measures.

Excused Absences: Under §25.087(b)(1), a school district is required to excuse a student's absence for:

- Observance of a religious holy day (Documentation to the School Required)
- Attending a required court appearance (Documentation to the School Required)
- To appear at a governmental office to complete paperwork required in connection with the student's application for United States citizenship, to take part in a United States naturalization oath ceremony, for service as an election clerk, or for an activity that is either required by a service plan under Subchapter B, Chapter 263, Texas Family Code, or ordered by a court under Chapter 262 or 263, Texas Family Code, if the child is in the conservatorship of the Department of Family and Protective Services (DFPS). (Documentation to the School Required)
- Under §25.087(b)(2), a school district must excuse a temporary absence for the purpose of an appointment with a healthcare professional. (Documentation to the School Required)

II. Attendance for Course Credit:

Section 25.092 contains the provision of law commonly referred to as "the 90 percent rule," which applies to a student in any grade level from kindergarten through grade 12. **Section 25.092 does not apply directly to open-enrollment charter schools.** However, open-enrollment charter schools can include "the 90 percent rule" in their charters. (Manara Academy applies the 90% Rule.)

Section 25.092 conditions credit or a final grade for a class on a student's attendance for at least 90 percent of the days a class is offered. A student who is in attendance for at least 75 percent, but less than 90 percent, of the days a class is offered may be given credit or a final grade if the student completes a plan approved by the



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Principal that provides for the student to meet the instructional requirements of the class. approved by the principal. An attendance committee may give class credit or a final grade due to extenuating circumstances.