

Chisholm Trail Middle School Attendance Policy

For attendance issues contact Michelle Santos at 428-2504, or via email at michelle_santos@roundrockisd.org.

Reporting an Absence

Parents can report absences by calling **428-2505** (the Absent Call-In Line) and providing the following information: **(a)** the student's grade and full name, **(b)** the absence date(s) and the reason for the absence, and **(c)** your name and number.

When the student returns to school, they need to bring a note written by a parent/guardian with this information to the attendance office. Notes to teachers are separate and not usually provided to the attendance office.

Illness and Medical Appointments

There is a difference between a doctor's note and a parent's note for **partial day absences for medical appointments**.

If a student has a partial day absence due to medical appointments you may provide either a doctor's or parent's note with the following results:

- a. A doctor's note provided for that absence will be recorded as a "doctor's visit."
- b. A parent's written note will allow the partial day absence to be recorded as "excused."

When a student is absent due to illness for five consecutive days or more, a school excuse from a doctor's office is required before the absence can be excused. A note from the doctor's office may be faxed to Chisholm Trail Attendance at 428-2629.

Late Arrival and Leaving Early Procedures

- A student who arrives late **must be signed in at the front office by a parent/guardian**. The student should bring a parent's or doctor's note explaining the reason for the late arrival.
- A student who leaves campus during the school day **must be signed out by a parent/guardian at the front office**. A parent signature and the reason for leaving are required. This serves as the note for the partial day absence. **Students are called out of class after the parent reports to the front office.** Allow 10 -15 minutes to send for your student.
- **Students may be released to parents/legal guardians only unless written permission is provided by the parent.** A student may be picked up by someone other than the parent if the parent provides written permission that **INCLUDES** (a) the parent(s) telephone numbers, (b) the student's full name, (c) the date and reason for leaving during school hours. A photo ID will be required. **Older siblings sent to pick up a student must also have written permission from their parent.**

Excessive Absences

According to state laws, complaints may be filed in the appropriate courts with penalties for **excessive absences**. The following absences are considered **excused**: illness, doctor's visits, religious holy days, death in the family, and serious extenuating circumstances. All other absences, including partial day, will be considered **unexcused**. When an extended absence is anticipated, please send a note to the attendance office with the following details: the dates and reason for the absence, the student's full name, grade, and the parent's name and number.

Automated Absence Calls

- An automated system contacts parents about absences, including partial day absences.
- You may disregard the message if you have already notified the office of the absence by phone, or if you have signed in/out at the front office.

Compulsory Attendance/Truancy

- State law requires students between the ages of 6 and 18 to attend school, as well as any applicable accelerated instruction programs, extended year programs, or tutorial session, unless the student is excused from attendance or legally exempt.
- School employees must investigate and report violations of the state compulsory attendance law.
- A student absent without permission from school; from any class and special programs will be considered in violation of the compulsory attendance law and subject to disciplinary action.
- A court may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school.

Attendance for Credit

To receive credit for a class, a student must attend at least 90% of the days the class is offered. A student who attends less than 90% of the days the class is offered will be referred to their Assistant Principal to determine how the student can regain credit, if appropriate.

Make-up Work

- Students are responsible for finding out about the assignments and for making up the work within the allowed time.
- Teachers are allowed 24 hours after the request to provide the make-up work.
- Work will be sent to the front office for pick-up (unless it is given directly to the student).

For more detailed information regarding Attendance, please refer to the Round Rock ISD Student-Parent Handbook & Student Code of Conduct.

Chisholm Trail Middle School Home Access Center

This program allows you to view your child's attendance, discipline, and academic progress on-line. If you would like to sign up for Home Access Center (HAC), please do the following:

1. Email the following information to Michelle Santos (michelle_santos@roundrockisd.org):
 - a. the email address that you want the system to use to set up access
 - b. your student's name and ID#.
2. We will then update and/or reset the system to allow you to register for HAC. Please allow **24-48 hours** for the program to set up your information before trying to log in.
3. After 48 hours:
 - Log onto the internet and go to the **RRISD main site (www.roundrockisd.org)**
 - Click on the **Parents/Student Tab - Home Access - Log In.**
 - Follow the instructions in **bold** at the bottom right hand corner of the page.
 - The HAC program will then email you directions on how to complete the process.

Note: We suggest that you do not use your name or a common name for your log-in name since it may have already been used which would result in your receiving an error.

If you experience difficulty after following these steps, you will need to come to the Main Office between the hours of 7:45 a.m. and 3:45 p.m. for Michelle Santos to manually set up your account on HAC.