

Absences and Attendance

Regular school attendance is essential for a student to make the most of his or her education – to benefit from teacher-led and school activities, to build on the previous day’s learning, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the parent and student should make every effort to avoid unnecessary absences.

Signing Your Student Out

If your student needs to leave campus after the school day has officially started, you will need to check them out in the front office; for your student’s safety, please be prepared to show your photo ID. Please fill out the student sign out log completely, including your student’s ID#, student name, your signature, time out and reason. If your student returns to campus the same day, they will sign back in on the same. Please keep in mind that the sign out/in log does not qualify as a parent note.

Reporting an absence

If your student is going to be absent, it is good to email billie.duncansmith@pfisd.net or call in (512-594-2238) to report your student’s absence. If you take the student to the doctor while they are out, their attendance record will be reflect this upon receipt of the doctor note.

Documentation After An Absence

When a student is absent from school, a note should be provided to document why they were absent. There are a few types of notes: a health care professional note, a parent note, an official religious holiday note from the organization, a DFPS note, and a court appearance note. These appointments must be for the student and not a family member. Notes must be turned in within 3 days of the student’s return to campus. There are 3 ways that the notes can be turned in.

1. Your student can turn it in to the front office, preferably upon their return to school or the following morning.
2. You can scan the note and email it to the Attendance Specialist billie.duncansmith@pfisd.net
3. You can fax the note to (512) 594-2205.

Types of Absences and Consequences

There are 3 types of absences:

1. *Excused and exempt.* This includes health care professional appointments, court appearances, DFPS appointments and religious holidays, provided the proper documentation is turned in. The absence is excused and exempt from counting against the student for truancy and the number of absences to be exempt from a course final, where applicable.
2. *Excused but not exempt.* This includes parent notes for any reason, such as illness, funerals, car troubles, etc. The absence is excused but will count against the student for truancy and the number of absences to be exempt from a course final, where applicable.

3. *Unexcused and not exempt*. This includes any absence for which no documentation is turned in. It will count against the student for truancy and the number of absences to be exempt from a course final, where applicable.

If a student has an excessive number of absences, parents and students can be filed on for truancy court. Excessive is defined as 3 or more in a 4 week period, 10 or more in a 6 month period, or 18 or more in a school year. Warning letters are sent to the parent / guardian during the process before filing in court. In all cases, Westview Middle School will apply discretion and attempt to work with any unusual family circumstances. Any concerns regarding your student's absences should be discussed with the appropriate grade level principal.

Pre-Arranged Absences

We realize that things come up and there are situations that call for a student to be out for things other than illness but it is best to keep this at a minimum. If you know your student will be out, it is best to fill out a pre-arranged absence form about a week prior to the absence. Your student can pick this form up from the Attendance office in the front office. After the parent / guardian fills out the top portion of the form, the student will be directed to have each of their teachers sign the form and get any assignments that can be given ahead of time. The grade level principal will then sign and after that, the student will return this form to the Attendance office. They will be given a copy so they still have the information regarding assignments. Once this is turned in, the absence will be coded as a parent note but will also count against the student's attendance record and final exemptions.

Tardies

All tardies result in a consequence. Students are expected to review their tardy pass to learn their consequence and notify their parent/guardians by bringing home the tardy slip.

Tardy bell rings at 8:05 a.m.

1st tardy – Warning and tardy is recorded

2nd tardy – Warning and tardy is recorded

3rd tardy – After school detention – 3:40-4:40

4th tardy – After school detention – 3:40-4:40

5th tardy – 2 hour Friday detention from 3:40 to 5:40

6th tardy – 1 day In School Suspension

If a student is late to school the parent can walk the student to the office and a tardy will not be recorded.