



Mabank ISD

Attendance 101

Students who are at least six years of age, or who have been previously enrolled in first grade, and who have not yet reached their 18th birthday shall attend school for the entire period the program is offered.

The entire period means coming to school on time, being present in every class period, and remaining in class until the school day is officially over.

Parents must call the school attendance office or email through Family Access/ Attendance Request if his/her student is not going to be in school.

Medical and dentist/orthodontist appointments should be made, if at all possible, after the school day has ended. If this is not possible, the student and/or parent must bring a doctor's note the next day verifying the appointment.

****Early checkouts before the school day has ended are strongly discouraged and may affect attendance or testing incentive trips. Truancy charges will be filed if there are excessive (3) unexcused early checkouts from school. These early checkout absences are considered missing "parts of days."**

Students enrolled in prekindergarten or kindergarten shall attend school.

A person who voluntarily enrolls in school or voluntarily attends school after the person's 18 birthday shall attend school each school day for the entire period the program of instruction is offered.

- The District may revoke for the remainder of the school year the enrollment of a person who has more than five unexcused absences in a semester.
- A person whose enrollment is revoked for exceeding this limit may be charged with trespassing.

Students who miss 10 or more days, or parts of days, without an excuse, will have truancy charges filed against them and/or their parents.

What is Truancy?

Absences from school not authorized by the parents of the student will be considered TRUANCY and are subject to disciplinary consequences, including judicial consequences. If a student is absent from school without an excuse for 3 or more days or parts of days within a four-week period, the parents and student are subject to prosecution. If a student is absent from school without an excuse for 10 or more days, or parts of days, within a six-month period in the same school year, the parents and student are subject to prosecution.

Truancy is:

Not showing up to school
Showing up late
Skipping school
Cutting class
Missing classes without a valid excuse
Excessive or Unexcused Early Check Outs

Warning Notices

If a student is absent from school without an excuse for three days or parts of days within a four-week period, the District must notify the parents in writing. This notice must include a statement reminding the parent that it is the parent's duty to monitor the student's school attendance and require the student to go to school, and that the parent is subject to prosecution if the student continues to be truant from school.

Exceptions:

Board approved Extracurricular activities
Mentorship approved by district personnel
CPS visitations
Early and Periodic Screening Diagnosis, and Treatment Program (up to 1 day)
Holy days
Documented appointment with a health care professional during regular school hours
College Days (Juniors/Seniors only-1 day per semester)
Court Appearances
Student is playing TAPS for a military funeral
Student is an Election Clerk (16 years and older)

Students will receive an excused absence for the following extenuating circumstances:

- Temporary absence resulting from any cause acceptable to the principal, or Superintendent (including being sent home by the school nurse)
- Juvenile court proceeding documented by a probation officer or absence required by state or local welfare authorities.
- Family emergency or unforeseen or unavoidable instance requiring immediate attention. Note absences authorized by the parent and acceptable to the principal will be considered an excused absence.

Parent's Note after an Absence:

When a student must be absent from school, upon returning to school, the student must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. Notes must be received within 3 days of the student's return to school. Notes will not be accepted after this time and the absence will remain as unexcused. Any child may be excused from school for absences resulting from personal sickness, death in the family, quarantine, and weather or road conditions.

Doctor's Note after an Absence for Illness:

Upon return to school, a student absent for more than three (3) consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Should the student develop a questionable pattern of absences, the principal or Attendance Committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

The Attendance Committee may, if the student has established a questionable pattern of absences, also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

When a student has a documented appointment with a health care professional during regular school hours, and returns with a note from the healthcare provider within the same school day, the absence does not count against the student for the purposes of calculating the average daily attendance in the district.