

2022-2023 Attendance Laws and Tips

District Compulsory Attendance Laws	State Compulsory Attendance Laws	State Truancy Laws
Parents can only excuse 6 absences per school year including late arrivals and early dismissals.	Students can only have 9 absences per semester to retain credit in a class.	10 unexcused absences in a school year results in truancy.

<p>Excused Absences: All absences require a call or a note for admission the following day. Notes should be legible and include: Student’s legal name, date missed, and reason for the absence, parent’s signature and a day time phone number. Parents have up to 3 days after an absence to excuse the absence with a call or note. After which, it remains unexcused.</p>	<p>Loss of Credit: 1.) Absences are counted by period. 2.) Students must be in class at least half of the class period to be counted as present. 3.) If a student does not have documentation from a physician, court or equivalent for absences that exceed the state limit of 9, they will have to make up hours to retain credit for courses. Time can be made up in after school detentions or Friday Night Schools.</p>
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Note: Physician’s notes must be for in office visits and list the date(s) seen and (where applicable) list the dates the student should miss school for medical absence.

TRUANCY:

A **6th** unexcused absence in any class will generate a warning letter. Once the ***Unexcused Warning Letter*** is generated, subsequent absences (even if a parent contact is made) will remain unexcused unless a physician’s note, court or equivalent document is provided.

Level 1: Truancy warning letters are sent by the school at **3 unexcused absences**
Assistant Principals will visit with student and parent at **3 unexcused absences**

Level 2: Truancy Warning letter are sent by the school and city at **6 unexcused absences**
The Truancy Officer will visit with student and parent at **6 unexcused absences**

Level 3: **10 unexcused absences** results in a Truancy Letter and subsequent Court Summons

OUR TARDY POLICY: Students are considered tardy to class if they are not seated by the tardy bell. Tardies will be cumulative across all classes and the consequences are as follows: 1st Tardy = Warning, 2nd Tardy = Lunch D-Hall, 3rd Tardy = After School Detention, 4th and subsequent tardies = Friday Night School. The consequences are cumulative by six weeks. Truancy, however, is cumulative by semester and year.

TEACHER ERRORS: An unexcused absence in any one class will generate an absence call to your home. Check your attendance record regularly using Skyward Family Access. Any discrepancies in absences and tardies should be reported directly to the teacher who is responsible for working with the attendance clerk to correct any mistakes.

EARLY DISMISSALS: It may become necessary due to appointments, illness, or family emergencies to request an early dismissal for your child. Students will only be released to persons listed in the emergency contacts. Those who pick up students for early release must show a photo id. The office will call for students after confirming these two criteria.

COMMUNICATION: We ask that you refrain from calling ahead and having your student wait in the office for you to arrive. We prefer the student remain in the learning environment. This way, if something prevents you from arriving when you thought you would, the student does not miss instruction.

APPOINTMENTS: If your child has an appointment with a medical provider, court, or the like, please provide documentation upon their return. This will excuse the time missed. If you forget to get a note, you may ask your provider to fax one to our campus. The fax number is 817.547.5205. Students who leave and return during the same day should sign in and out through the front office and not leave the building without an approved adult escort.

ILLNESS: Students who have a temperature of 100, have thrown up with 24 hours, or have diarrhea asked to refrain from attending school as not to spread illness. Should school personnel, specifically the nurse, observe any of the symptoms mentioned above, she will contact you to pick up your student. Because middle school students have cell phones, they may call you to pick them up because they are not feeling well. Please refrain from picking up your child due to illness unless they have visited the nurse who will check their vitals and symptoms and help determine if they should remain in the learning environment. Keeping your contact information updated in Skyward Family Access will help ensure we reach you promptly. See the nurse's corner on the North Ridge website.

ADDRESS / PHONE NUMBER CHANGES: If you move during the school year, you must provide new documentation in order to change your address in the system and verify your new attendance zone. Students who move during the school year without notifying the school can be withdrawn immediately. If you change your home, work, or cell phone numbers, please update numbers and emergency contacts in Skyward Family Access.

Campus Role / Position	Name	Phone Number	Email
Attendance Clerk	Mercedes Torrez	(817) 547-5200	mercedes.torrez@birdvilleschools.net
Receptionist	Alexandra Belcher	(817) 547-5200	alexandra.belcher@birdvilleschools.net
Principal	John Davis	(817) 547-5200	john.davis@birdvilleschools.net
Asst. Principal (M-Z)	Marty Blowers	(817) 547-5200	marty.blowers@birdvilleschools.net
Asst. Principal (A-L)	Colby Blankenship	(817) 547-5200	colby.blankenship@birdvilleschools.net
Guidance Counselor	Reginald Harris	(817) 547-5200	reginald.harris@birdvilleschools.net
Student Asst. Counselor	Heather Penry	(817) 547-5200	heather.penry@birdvilleschools.net