Procedures for Student Absences

Before Absences

1. In the event of an emergency or sudden illness, the student or his/her parent or guardian must call the teacher of record no later than 12:00pm each day the student is absent. A phone number to contact the teacher of record will be provided to students.

2. If a student wants to apply for an excused absence, he/she must fill out an Excused Absence Request Form (available at students’ syllabus [Appendix 1], project website, and from Education RA) and complete the form with signatures of their parent/guardian, scientist, their teacher of record, and the program director. To obtain the signature of the program director, students need to submit the form to their Education RA after they have obtained the signatures of their scientist and teacher of record. If the request is approved by the program director, a scanned copy of the approval will be emailed to the student, the scientist, and the teacher of record.

After Absences

1. All absences in question must be resolved upon the students’ return by the next school day.

2. Make-up work must be requested to the teacher upon the students’ return by the next school day.

3. Complete a make-up session with the high school teacher upon the students’ return within one week in a satisfactory manner. A make-up session form (available at students’ syllabus [Appendix 2], project website, and from Education RA) needs to be completed within one week of the absence. If a student does not make up for his/her absences, she/he may receive a grade of zero for all the missing assignments.

4. Students who have a doctor’s appointment must bring written verification from the doctor’s office with the date and time attending.

***Students with more than three unexcused absences from the program activities/events will be dropped from the program.

90-Percent Rule Attendance Policy

1. Texas Senate Bill I, Chapter 25, Subchapter C, Section 2.092, Subsection (a-1)
   Except as provided below, a student shall not be given credit for a class unless the student is in attendance 90% of the days the class is offered. This restriction does not affect a student’s right to excused absences to observe religious holy days.

2. A student may appeal loss of credit to the Attendance/Credit Review Committee by visiting the attendance office and scheduling an appointment or by picking up an Attendance Intervention Packet.

3. Appeals for the spring semester/summer must be made within the first 30 days of the following fall semester.

Student Commitment:

_____ I understand that if I have more than 3 unexcused absences, I will be dismissed from the program.

_____ I understand the procedures for reporting absences to the campus.

_____ I will work closely with my teacher to ensure I attend all required sessions.

_____ If absent, I will request missing work from my teacher upon my return to campus by the next school day.

Parent/Guardian Commitment:

_____ I understand that my son/daughter must follow the 90% attendance rule in order to receive course credit.

_____ I understand that if my son/daughter has more than 3 unexcused absences, he/she will be dismissed from the program.

_____ I understand the procedures for reporting absences to the campus.

_____ I will work closely with my son/daughter’s teacher and T-STEM coordinator to ensure that he/she attends all required sessions.

_____ I will ensure that my son/daughter requests missing work from the teacher upon his/her return to campus by the next school day.

Student Name: (PRINT)  Student Signature:  Date:

Parent Name: (PRINT)  Parent Signature:  Date: