

The Early Childhood School Attendance Policies & Procedures

Regular and punctual attendance is critical to a student's academic success. Research shows that students with proper attendance perform better in school. Frisco ISD recognizes and understands that there are times in which your child may be absent. It is the responsibility of the parent to monitor their child's school attendance. By enrolling in the Early Childhood School, you are enrolling in a Frisco ISD school and you must adhere to all attendance policies outlined by Frisco ISD and Texas Education Code (TEC). According to TEC 25.093 a parent is subject to prosecution when their child fails to attend school regularly.

Early Childhood School Hours

Full Day: 7:40 a.m. - 3:00 p.m.

Half Day AM: 7:40 a.m. - 10:50 a.m.

Half Day PM: 11:50 a.m. - 3:00 p.m.

Truancy

Tardy - arrival after 7:40 a.m. (AM session & Full day) or 11:50 a.m. (PM session)

Students may enter the building between 7:15-7:40 a.m. (AM session & full day) and 11:40-11:50 a.m. (PM session). Arrival and dismissal procedures can be found on the [ECS website](#). Coming in late to class can be disruptive to the learning of the student as well as their peers. Any student arriving after 7:40 a.m. or 11:50 a.m. must enter through the front office and be signed in by an adult.

Late Pick-up - picked-up after 3:00 p.m. (PM session & full day) or 10:50 a.m. (AM Session)

Any student not picked-up by 3:00 p.m. (PM session & full day) or 10:50 a.m. (AM session) must be picked up and signed out in the front office. Only adult(s) from the child's emergency contact list may check the student out. To ensure the safety of students, students cannot be released to any persons not on the contact list.

Families with students at multiple campuses are encouraged by the district to drop off and pick up ECS students first as our school day begins and lets out 5 minutes before elementary campuses.

Partial Day Absence

Leave Early - leaving before 11:50 a.m. (AM session) or 3:00 p.m. (PM session & full day)

Leaving class early can also be both disruptive to the learning of the student and peers. Any student picked up before 3:00 p.m. will receive an "unexcused absence". If a doctor note is received within 3 days, the absence may be changed to an "excused absence".

Full Day Absence

Absences with a Parent Note and/or Doctor Note

When your child is absent, report the absence through the [school website](#) (top right hand corner) or provide the office with a hard copy of the note. Phone calls are not accepted as a form of communication for excused absences. Parent/doctor notes must be submitted to the school no more than 3 days after the absence in order to be counted as "excused".

4 Parent Notes Accepted per Semester Limit

After 4 days of absences excused by a parent note in a semester, all future absences will be unexcused per district policy.

Doctor Note

Doctor notes must include the student's first and last name, as well as the date of the absences and a return to school date. Doctor notes only excuse the child who was seen in the doctor's office. A note for one sibling will not excuse any other child's absence. Notes from out of state will not be accepted. If your child is sick for more than 4 consecutive days, a doctor's note is needed to excuse the absence.

Extended Absences

Absences due to extended trips or vacation will be unexcused. If your child is absent for 10 consecutive days and we have not received communication from the parents/guardians, the child will be withdrawn from our school.

When to Keep Your Child Home from School

If your child is experiencing the following symptoms, it is appropriate to keep him/her home from school. Adhering to these guidelines will ensure other students are not exposed to a contagious illness. If your student is not experiencing one of the following symptoms (sniffly nose, small cough, seasonal allergies) we recommend they be in attendance at school.

- Signs of severe illness, including fever, irritability, difficulty breathing, crying that doesn't stop with the usual comforting, or extreme sleepiness.
- Experiencing 2 or more episodes of loose stools in 24 hours. A child must be diarrhea-free for a full day without the use of diarrhea suppressing medications.
- Vomiting two or more times in 24 hours, unless a physician feels the cause of vomiting is not an infectious disease and the child is in no danger of becoming dehydrated. A child should have two normal meals before returning to school. Your child may be sent home from school for vomiting one time.
- Temperature of 100 degrees or above. A child must have a temperature below 100 degrees without taking fever-reducing medication for 24 hours before returning to school.
- Questionable rash, unless a physician has determined the rash is not caused by an infectious disease before coming to school.
- Known communicable diseases must be treated for the appropriate amount of time as directed by a physician.
- Recommendation of a physician or school nurse.

Excessive tardies, late pick-ups, and absences may result in an attendance contract, district truancy tribunal, truancy court and/or revocation of transfer status, if applicable. Attached you will find an attendance flow chart to outline the procedures as absences and tardies accrue.

Thank you for your partnership and support in ensuring the success of your student. Please reach out with any questions to the ECS office.

Up to 4 parent notes will be accepted each semester. After 4 parent note excused absences in a semester, all remaining absences that semester will be unexcused.

ECS Attendance Flow Chart 25-26

