
Highland Heights Elementary School

865 Paul Quinn St.

Houston, Texas 77091

Bettina McKinney, Principal



2023-2024 Attendance Contract

To the Parent/Guardian of : _____

Good attendance is important for many reasons. Your child receives the maximum benefit of education by being in school every day, and numerous studies show a strong link between academic performance and consistent attendance.

Because attendance is so critical for the quality of your child's education, Texas has a compulsory attendance law. State law (Texas Education Code - EDUC § 25.085) requires children to attend school each day that instruction is provided. The law applies to children ages 6–19. If you voluntarily enroll your child in Pre-Kindergarten or Kindergarten before age 6, the state's school attendance laws apply to your child too.

In addition to compulsory attendance law, districts are required to enforce the **90 Percent Rule** (Section 25.092), which states that ***students in grades K-12 must attend class for 90 percent of the time it is offered to be promoted.***

I, _____ parent/legal guardian of
_____ (student) in grade: _____ understand
Texas Education Law and will abide with the following expectations regarding
school attendance:

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- o Ensure my child **arrives at school daily by 8:00 am** and remains until the **end of the school day (4:00 pm)**.
- o I understand that **3 unexcused tardies** and/or a combination of **early pick-ups** are **equivalent to 1 unexcused absence**. Students will be considered **late after 8:15 am** and picked up early before 3 pm.
- o If my child is absent due to illness, medical appointment, family emergency or observing a recognized religious holiday, I will **provide documentation** to the school **within 3 school days of the absence**.
- o Students with a total of **3 unexcused absences** will have to attend a **mandatory conference** with a representative of the Highland Heights ES Leadership Team.
- o Students with a total of **5 consecutive unexcused absences** will have an unannounced, personal home visit by a representative of the Highland Heights ES Leadership Team.
- o Students with a total of **10 consecutive unexcused absences AND no communication from parents to the school for the reasoning of extended absences** will be **unenrolled from the school (by principal approval only) after a home visit has been conducted and documented**. Parents will be notified via phone prior to withdrawal. If no phone contact information is available to the campus, a certified letter will be mailed to the address on file with withdrawal documentation and reasoning.

Sincerely,

Bettina McKinney, Principal
832-264-6560 (school cell)

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Contrato de Asistencia 2023-2024

Al padre/madre/tutor de: _____

La buena asistencia es importante por muchas razones. Su hijo recibe el máximo beneficio de la educación al estar en la escuela todos los días, y numerosos estudios muestran un fuerte vínculo entre el rendimiento académico y la asistencia constante.

Debido a que la asistencia es tan importante para la calidad de la educación de su hijo/a, Texas tiene una ley de asistencia obligatoria. La ley estatal (Código de Educación de Texas - EDUC § 25.085) requiere que los estudiantes asistan a la escuela todos los días que se brinda instrucción. La ley se aplica a los estudiantes de 6 a 19 años. Si usted inscribe voluntariamente a su hijo/a en pre kínder o kínder antes de los 6 años, las leyes de asistencia escolar también se aplican a su hijo/a.

Además de la ley de asistencia obligatoria, los distritos deben hacer cumplir la regla del **90 por ciento** (Sección 25.092), que establece que los **estudiantes en los grados K-12 deben asistir a clase el 90 por ciento del tiempo que se ofrece para ser promovidos.**

Yo, _____ padre/tutor legal de
_____ (estudiante) en el grado: _____

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entiendo la Ley de Educación de Texas y cumpliré con las siguientes expectativas con respecto a la asistencia escolar:

- o Me aseguraré de que mi hijo/a **llegue a la escuela todos los días a las 8:00 a. m.** y permanezca hasta el **final del día escolar (4 p. m.)**.
- o Entiendo que **3 tardanzas injustificadas** y/o una combinación de **salidas tempranas** equivalen a **1 ausencia injustificada**. Los estudiantes serán considerados **tarde después de las 8:15 am** y recogidos temprano antes de las 4 pm.
- o Si mi hijo/a está ausente debido a una enfermedad, cita médica, emergencia familiar u observando un día festivo religioso reconocido, **proporcionaré la documentación** a la escuela **dentro de los 3 días hábiles**.
- o Los estudiantes con un total de **3 ausencias injustificadas** deberán asistir a una **conferencia obligatoria** con un representante del equipo de liderazgo de Highland Heights ES.
- o Los estudiantes con un total de **10 ausencias injustificadas** serán **dados de baja de la escuela**. Los padres serán notificados por teléfono antes del retiro.

Sinceramente, _____

Bettina McKinney, Directora

832-264-6560 (celular de la escuela)

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2023-2024 Parent Attendance Meeting Notes

Date: _____ Time: _____

Parent/Guardian Attending: _____

Phone: _____

Email: _____

Administrator(s) Attending: _____

Meeting Notes:

Student Name: _____ Grade _____

Number of Days Absent: _____

Reasons for Excessive Absences:

Has the parent provided documentation to support the excessive absences? Yes No (circle one)

If no, please explain:

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**Does the parent need support with getting the student to school daily? Yes
No (circle one)**

If yes, please explain:

If no, explain how the parent will transport the student to school daily.

Additional Notes:

Parent Signature: _____

Date: _____

Administrator(s) Signature:

Registrar Signature:

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