FRISCO INDEPENDENT SCHOOL DISTRICT

Attendance Procedures

Dear Bright Families,

At Bright Academy, we are committed to our students being ready to learn. A big part of being ready to learn is being at school on time each day. Part of being future ready means we must teach our students that just like it is imperative to be on time for our jobs, students must be on time to school. The school day starts at 7:45 in the classrooms where teachers gather the class together to begin team building and a morning meeting which gets everyone's day started off just right! We want each child to be a part of that time together as they get their "mind right" for the learning day ahead.

The complete attendance policy for FISD elementary students can be found in the Student Handbook, http://www.friscoisd.org/docs/default-source/district-resource-library/es_handbook.pdf. We encourage all parents to review the policy. Listed below are reminders regarding Tardies, Absences, Leave Earlies. & Parent/Doctor Notes.

Tardies

Please **arrive by 7:40** to ensure your child has time to walk to class and put their things away before the bell rings at **7:45.** ☺ School hours are **7:45 a.m. – 2:55 p.m.** School starts promptly at **7:45 a.m.** If your child is **not** inside the building by **7:45 they are tardy.** If your child arrives inside the building between the hours of **7:46 a.m.** and **9:59 a.m., without a note from the doctor, your child is tardy.** We **cannot** accept parent notes for tardies**.** Excessive tardies will result in a parent being placed on an attendance contract.

Absences

If your child comes in at **10:00 a.m.** or later, without a note from the doctor's office your child is considered **absent for the day.** It is an **unexcused absence.**

If your child is out sick or going to be absent for **any reason** please complete the **"report an absence"** form located on our website at
http://schools.friscoisd.org/campus/elementary/bright/home
Or email our data clerk, Starla Hock at **hocks@friscoisd.org and** your child's teacher **by 7:45 a.m.** This lets us know that your child is accounted for.

Our school nurse Sarah Gilliand (gillilands@friscoisd.org) is available to verify an illness on the day of the absence.

Leaves Early

If your child leaves early for **any** reason, **unless** released by the nurse, it is considered an

unexcused leave early unless a note is received from the medical office. Leave earlies will result in a parent being placed on an attendance contract.

Parent/ Doctor Notes

Parents **are allowed eight (8) parent notes (one note per day)** a school year, after eight **(8)** notes our data clerk will **only** be allowed to accept medical or religious holiday notes regarding the child's absent. **Emails are an acceptable form of a parent note.** Please have your child drop off doctor notes for absences to the front office on their way to class in the mornings.

All notes must be received **within 3 days** of your child **returning** to school for it to be applied to your child's absence.

Doctor notes can be uploaded through the **"report an absence"** form on our website.
http://schools.friscoisd.org/campus/elementary/bright/home
If sending a doctor note through email it must be in a PDF form. Pictures of doctor notes are not acceptable.

If your child is out **all day** due to a medical appointment, **only** a note from the medical office will excuse their absence. We **cannot** accept a doctor note from an online doctor such as Virtual Doctor visit.

When a student's absence **exceeds four (4) consecutive days,** the student must provide a doctor's note to excuse those days of absence.

Truancy

A truancy letter will be mailed when a student receives 3 unexcused absences and or leave earlies. A second truancy letter is mailed when a student receives 7 unexcused absences and or leave earlies. If you receive a 7 day truancy letter it will result in the parent being placed on an attendance contract. If the total reaches 10 unexcused absences or leave earlies, it will result in the truancy officer filing truancy on the parent.

If you have any questions, please contact us.

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Links regarding FISD Attendance Policies: http://www.friscoisd.org/about/resources-and-information/school-attendance
https://www.friscoisd.org/docs/default-source/resources-information/frisco-isd-student-handbook.pdf **- Attendance policy was acknowledged when registering your student online.**