

### **Sec. 3.6.1. RECORDS**

**Arrow Academy** shall maintain records to reflect the average daily attendance for the allocation of Foundation School Program (FSP) and other funds allocated by the Texas Education Agency (TEA). **Arrow Academy** must maintain records and make reports concerning student attendance and participation in special programs as required by the Commissioner of Education. The Superintendent, Principals, and teachers are responsible to the Board and the state to maintain accurate, current attendance records. *19 TAC 129.21(a), (e).*

**Arrow Academy** shall use the student attendance accounting standards established by the Commissioner to maintain records and make reports on student attendance and student participation in special programs. The official standards are described in TEA's *Student Attendance Accounting Handbook* (SAAH). *19 TAC 129.1025.*

The Superintendent is responsible for the safekeeping of all attendance records and reports. The Superintendent may determine whether the properly certified attendance records or reports for the school year are to be stored in the central office, on the respective school campuses, or at another secure location. Regardless of where such records are filed or stored, they must be readily available for audit by TEA. *19 TAC 129.21(d).*

### **Sec. 3.6.2. MINIMUM ENROLLMENT**

A student must be enrolled for at least two hours of instruction to be considered in membership for one half day, and for at least four hours of instruction to be considered in membership for one full day.

#### **Sec. 3.6.2.1. Full-Day Students**

Students enrolled on a full-day basis may earn one full day of attendance each school day.

#### **Sec. 3.6.2.2. Half-Day Students**

Students enrolled on a half-day basis may earn only one half day of attendance each school day. Attendance is determined for these pupils by recording absences in a period during the half day they are scheduled to be present.

#### **Sec. 3.6.2.3. Alternative Attendance Accounting Program**

Students who are enrolled in and participating in an alternative attendance accounting program approved by the Commissioner shall earn attendance according to the statutory and rule provisions applicable to that program.

### **Sec. 3.6.3. ATTENDANCE FOR STATE FUNDING PURPOSES**

Attendance for all grades shall be determined by the absences recorded in the second period of the day, unless **Arrow Academy** has obtained permission from TEA for an alternate period to record absences, unless the Board adopts a policy for recording absences in an alternate period or hour, or unless the students for which attendance is being taken are enrolled in and participating in a Commissioner-approved alternative attendance accounting program.

The established period in which absences are recorded may not be changed during the school year.

Students absent during the daily period selected by **Arrow Academy** for taking attendance shall be counted absent for the entire day, unless the students are enrolled in and participating in a Commissioner-approved alternative attendance accounting program. Students present at the time attendance is taken shall be counted present for the entire day, unless the students are enrolled in and participating in a Commissioner-approved alternative attendance accounting program.

#### **Sec. 3.6.3.1. Funding for Off-Campus Programs**

Funding eligibility for a student participating in an off-campus program will include time instructed in the off-campus program. A campus may choose an alternate attendance-taking time for a group of students that is scheduled to be off-campus during the regular attendance-taking time. The alternate attendance-taking time will be in effect for the period of days or weeks for which the group is scheduled to be off-campus during the regular attendance-taking time (for example, for the semester or for the duration of employment). This alternate attendance-taking time may not be changed once it is selected for a particular group of students. If attendance is taken at an off-campus location, **Arrow Academy** must ensure that attendance is taken in accordance with the SAAH.

For **Arrow Academy** to receive FSP funding for a student participating in an off-campus program, **Arrow Academy** must have documentation of an agreement between **Arrow Academy** and the college. *19 TAC 129.1031(c), (d).*

### **Sec. 3.6.4. EXCEPTIONS**

A student not actually on campus when attendance is taken may be considered in attendance for Foundation School Program purposes if:

#### **Sec. 3.6.4.1. Board-Approved Activities**

The student is participating in a Board-approved activity under the direction of a member of **Arrow Academy**'s professional staff, or an adjunct staff member who has a bachelor's degree and is eligible for participation in TRS.

**Sec. 3.6.4.2. Mentorships**

The student is participating in a mentorship approved by **Arrow Academy** personnel to serve as one or more of the advanced measures needed to complete the Advanced/Distinguished Achievement Program.

**Sec. 3.6.4.3. Excused Absences**

The student is absent for one of the purposes listed in “Excused Absences for Compulsory Attendance Determinations” in Board Policy PG-3.5 (Compulsory Attendance).

**Sec. 3.6.4.4. Other Absences**

The student’s absence is permitted by other conditions related to off-campus instruction described in TEA’s SAAH.

**Sec. 3.6.5. PARENTAL CONSENT TO LEAVE CAMPUS**

A student absent from school for any portion of a school day shall provide a note that describes the reason for the absence. The note shall be signed by the student’s parent or, if the student is 18 or older or is an emancipated minor, by the student.