

MILLER CAREER & TECHNOLOGY CENTER

ATTENDANCE PROCEDURES

*A student must be in attendance a minimum of 90% of the days a class meets to receive credit for that class.
Refer to Katy ISD's Discipline Management Plan & Student Code of Conduct for specifics on Attendance Laws and Truancy Prevention*

MCTC Attendance Secretary: Valerie Reeves - 281-237-6321 or valerieereeves@katyisd.org

ABSENCES

If a student is absent for any reason, a parent must call MCTC to report the absence as early as possible on the day of the absence and each day the student is absent thereafter. A parent note is not required upon the student's return if a phone call was received from the parent regarding the absence on the day it occurred. Students arriving on campus after 7:20 a.m. must sign in with the Attendance Office prior to going to class. Student's must be **FEVER FREE** (<100.4) without fever-reducing medications for 24 hours before being allowed back to school. Students absent for vomiting or diarrhea must also be symptom free without the use of preventative medications for 24 hours before being allowed back in school.

TARDIES

MCTC morning classes begin at **7:20 a.m.** Afternoon classes begin at **11:26 p.m.** or **12:15 p.m.** depending on the student's class schedule. Students who are not in class before the bell rings must check in through the Attendance Office. A student is considered tardy when the student is not in the proper place with all needed materials **before** the tardy bell rings. There are no excused tardies for students who arrive by a mode of transportation other than riding a school bus. Students who miss more than 50% of a given class period will be counted absent for attendance purposes.

LEAVING DURING THE SCHOOL DAY

Students must stop at the Attendance Office with a dated and signed note from the parent/guardian listed on the Enrollment Card (required), noting the time the student needs to be released and the reason for an early dismissal. The Attendance Office will generate an Early Dismissal slip prior to the beginning of their first class period at Miller the day of the requested early release. In addition, parents are encouraged to call the MCTC Attendance Office to give verbal verification for a student **to drive off campus**. If the student is NOT driving off campus, the student may only be released to a Parent or Guardian (listed on the Enrollment Card). **A photo ID must be presented at the Attendance Office** before the student will be released to a Parent or Guardian.

It is the responsibility of the student to show the Early Dismissal slip obtained from Attendance to his/her teacher before being released and to **sign out at Attendance or be considered Truant**.

NOTE: Students will not be dismissed early to return to the home campus for **tutorials, make-up work, or re-testing**. These events may be scheduled during the time the student is at the home campus. Check with the MCTC Assistant Principal if assistance is needed to reschedule a home campus commitment.

MISSING BUS FROM HOME CAMPUS TO MILLER

Students who miss the bus from their home campus to Miller after the second week of school may receive an unexcused absence and may be subject to a disciplinary consequence. Students missing the bus should report directly to their home campus Attendance office for instructions.

RETURN TO SCHOOL

A doctor note must be submitted to Attendance when the student returns to school if the student was off campus part of the school day. The note must be an **original** doctor note or a fax that comes **directly** to us from the doctor's office. MCTC Fax number is (281) 644-1775.

COLLEGE VISITS

Junior and Senior students are allowed two (2) excused college visits **per school year** provided a *Request for a College Visit* form is completed and approved in advance (*parts I & II are completed prior to the absence*) by the student's home campus grade-level Principal. Forms may be obtained from the Assistant Principal at Miller. Please call in the absence on the day of the college visit.

STUDENT MESSAGES AND/OR ITEMS FOR PICK UP

Messages to students or items delivered for a student will be relayed as soon as it is reasonably possible. We do not accept floral or balloon deliveries at any time or allow students to be in possession of items such as these during the school day. Thank you for your cooperation!