

# Tioga Independent School District

405 N. Florence St ~ P.O. Box 159

Tioga, TX 76271 ~ 940-437-2366

Charles A. Holloway, Ed. D., Superintendent

Josh Ballinger, Asst. Superintendent

Cody Patton, Secondary Principal ~ Jana Smith, Elementary Principal

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October 16, 2015

Dear Parents/Guardians:

You may or may not be aware of the Tioga I.S.D. Yearly Attendance Incentive. We want to make sure that everyone is clear on what equates to attendance. The following are the guidelines that will be followed:

- Perfect classroom attendance – not just 10 a.m. attendance check which is used for Tioga I.S.D. Average Daily Attendance sent to the Texas Education Agency. The student must be in attendance for all classes 100% of days that schools are in operation. If a student leaves school early for any reason other than a doctor's appointment, they will no longer be eligible for the incentive at the end of the year. The student must return to school with a note from the doctor/dentist.
- Students that miss class time due to an illness, but are still at school because of certain circumstances will be counted absent.
- Extra and Co-Curricular activity absences do not count against attendance. These absences must be cleared by the sponsor prior to the day of the absence. No outside clubs or organization absences will be considered for the attendance incentive.
- If a student in grades 6<sup>th</sup> through 12<sup>th</sup> receives more than three tardies in a class during any semester, they will no longer be eligible for the attendance incentive. If a student in grades Pre-K through 5<sup>th</sup> receives more than three tardies at the beginning of the school day, they will no longer be eligible for the attendance incentive. If a student brings a note from a doctor, the tardy will be excused. The tardy bell rings at 8:00 a.m. daily.
- Any time a student is out of class due to not following school rules such as dress code, discipline issues, etc., the time missed from class will equate in a tardy for the semester.
- Students must have been enrolled at Tioga I.S.D. on August 24, 2015 to be eligible for the attendance incentive.
- If a student is absent for any reason, they must bring a note to school within fifteen days in order for it to be excused.

The guidelines outlined will go into effect on October 19, 2015.

Sincerely,

Charles A. Holloway, Superintendent