



### 1. TARDIES

- Please have your student(s) here to unpack and begin morning work between **7:25-7:30**
- **Instruction begins PROMPTLY at 7:40**
- Students arriving after the bell rings at 7:40 am, will be issued a tardy. You will receive an email/phone call via Messenger to let you know your student was late.

### 2. CHILD SAFE LINE

- **Please call the Child Safe Line if your child will not be here by 9:00 a.m.**
- Call 469-752-1700, Option 1 for English, then press Option 3
- Leave a message with your child's name, grade and **reason for the absence**
- Please call or email Nurse Rachel with questions in regards to possible Covid symptoms.  
[Rachel.hess@pisd.edu](mailto:Rachel.hess@pisd.edu) 469-752-1709
- **Calling the child safe line DOES NOT excuse the absence** it is strictly to let the school know the child is safe and with you

### 3. EXCUSED ABSENCES

- Personal Illness, Religious Holy Day, Juvenile Court Proceeding, Board-approved extracurricular activity
- **REMEMBER TO SEND A WRITTEN PARENT NOTE OR DOCTORS NOTE WITHIN 3 DAYS OF THE ABSENCE SO THAT WE CAN EXCUSE THE ABSENCE(S)**
- You must include the dates your child was absent, the reason for absence, and it must include your signature
- A doctor's excuse is good for the day of the appointment and any days that the doctor **specifically indicates**
- If the doctor's note says, "after fever free for 24 hours," you must still send a parent note for any additional days missed
- E-mailed excuses will be accepted this year from the parent portal e-mail address to  
[Christine.sanchez@pisd.edu](mailto:Christine.sanchez@pisd.edu)

### 4. In regard to students leaving early:

- Students will be called to come down to the office when the parent/guardian arrives in the office. This will allow the child to benefit from the maximum instructional time possible.
- Please keep in mind that truancy laws consider tardies and/or leaving early as "parts of days". They are "voluntary unexcused absences" if the student is being pulled from instruction for reasons other than Texas state approved absences. If you are leaving for a doctor's appointment, please make sure to obtain a doctor's note to turn in once they return.

**Your student is important to our Hedgcoxe Family!**

**We want them here as many days as possible to keep them learning and growing.**

**In addition and in case you are not aware, our schools are funded based on the number of students who are present each day.**

**Thank you for your help!**