

HIGH SCHOOL

High school attendance rules start in the 9th grade **even if 9th grade is in junior high school**. Under the guidance of their parents/guardians, 9th to 12th graders take on more responsibility when it comes to attendance. Along with this greater responsibility comes more opportunities for educational activities outside the classroom during the school day. Students are expected to maintain the balance between good class attendance and these education opportunities. They need to be aware of their attendance and the fact that excessive absences can lead to a student being placed on Credit Review.

When taking advantage of opportunities that would cause a student to miss class, the student is responsible for arranging in advance the absence. While students are asked to arrange outside activities outside of school hours, students with approval of their parent/guardian should obtain permission from the office for these out of school activities. For in-school activities, students should obtain permission in advance from the teacher whose class will be missed in advance of the activity and arrange make up work according to the teacher's expectations. Absences from class for approved school-related activities will not count in a student's overall attendance.

Students should monitor their attendance in PowerSchool daily. Students should take steps to correct any errors including notifying their parents/guardians when an absence was not called in to the attendance line.

Credit Review Definition

Credit Review is a process designed to decrease chronic absenteeism in a restorative way. Chronic absenteeism is defined as having more than ten (parent excused, unexcused, or truant) absences per class period each semester. For the purposes of the Credit Review every three tardies will count as one unexcused absence. Students who do not take advantage of the restorative nature of credit review will receive an F in any class for which they lost credit due to excessive absenteeism.

Credit Review Notification and Restoration of Credit Process

- Absences are recorded daily by the teacher and/or attendance secretary at each school. When an absence is not excused, an automated phone call will be made to the primary contact number as listed in PowerSchool. A parent/guardian is responsible for notifying the school office if this phone number or any other contact information changes. A parent/guardian will have until the end of the next school day to correct any errors in attendance.
- Students and parents are responsible to track and review student attendance in PowerSchool on a regular basis to monitor student attendance.

When a student has accumulated between seven and 10 absences* in

any one class (in the case of GLK-UAIS, in any one block) per semester, the student's assistant/associate principal will meet with the student. The assistant/associate principal may use this opportunity to warn for any class that is at five absences or more (the warning should be added to the letter that will be sent home, there may not be an additional meeting when the student reaches seven to 10 absences in those classes). A letter from the assistant/associate principal will be emailed home (mailed in the case of no email address on file).

- When a student has accumulated 11 absences* in any one class over the course of a semester, the student will be notified in a meeting with an assistant/associate principal that they have lost credit in that class and that they are placed on an attendance contract to earn the credit back. There are two parts to a contract. First, the student must pass the class with a D- or higher. Second, the student will show improvement in attendance in ALL classes. Improvement is determined on a sliding scale which allows for 1 absence for every three weeks (rounded up) left in the semester for each class. For the purpose of this contract, absences* include excused, unexcused, truant, and the three tardy rule (every three tardies equals an absences). At the meeting, the assistant/associate principal may place a student on an attendance contract for any class the student has been previously warned about but has yet to reach eleven absences. The contract will be the same as described above with the addition of the number of absences short of eleven being added to the number determined on the sliding scale. Following the meeting a letter will be sent via email to the parent/guardian (or United States mail should no email be on file) stating the student has lost credit and been placed on an attendance contract to earn the credit back (as well as notifying parent/guardian of any other contracts discussed).

- *The following absences will be exempt from this absence total: school approved absences (field trip, student government activity, etc.), death/funeral of an immediate family member (mother, father, brother or sister), court appearance when documentation is submitted, suspensions, and absences where a parent/guardian has submitted medical documentation supporting the absence within five (5) school days of the absence will not be considered in these totals. Chronic medical conditions can be reflected in a doctor's note indicating the student has an ongoing medical condition that can cause them to be absent from school.

- Students who fail to meet the attendance contract will be given a semester grade of an F. If the failure to meet the contract was due to the student failing the class, the credit is lost, and the student may need to make it up in credit recovery. If the student passed the class and the failure was due to excessive absences, the student can request to test out following district test out rules to have the F restored to a grade and thus

credit earned. If the subject area does not have a test out option, a score of 77% on the course exam or better will earn the student a grade and credit back. A student who fails to do a test out or fails to meet the 77% requirement will receive an F as the final grade in the permanent record.

Students (if 18 or over) and/or their parents/guardians may appeal a loss of credit due to extensive absences by requesting a conference with the assistant/associate principal within ten days of the student being notified of the loss of credit and being placed on an attendance contract. The purpose of the conference is for evidence to be presented that would show the assistant/associate principal that the student did not really exceed the ten-absence limit or that the student/parent/guardian never received fair warning of the pending loss of credit. The assistant/associate will review the evidence and either restore the credit or uphold the loss of credit. The assistant/associate principal's decision is final and there is no further appeal.

ALL SECONDARY SCHOOLS

Unexcused Absences and Suspensions

I. Upon evidence that a student has an unexcused absence to a class, that student will:

- A. Not receive participation credit for that day.
- B. Not be permitted to make up missed work.

II. Upon evidence that a student has an unexcused tardy to a class, that student will:

- A. Not receive a portion of their participation credit for that day.
- B. Not be permitted to make up work missed.

III. Upon evidence that a student has been suspended from a class, that student will:

- A. Not receive participation credit for that day.
- B. Be permitted to make up missed work for full credit.
- C. Be allowed to take the semester final exam for full credit.