

## **CREDIT REVIEW INFORMATION FROM THE U.C.S. HIGH SCHOOL HANDBOOK**

When a student has accumulated eleven absences\* in any one class over the course of a semester, a letter will be sent via email (or US mail should not email be on file) stating the student has been placed on credit review and must follow the appeal process in order to earn credit in that class.

*\*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 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.*

### **Credit Review**

**Definition of Credit Review:** Credit Review is a process designed to decrease chronic absenteeism in a way that is restorative in nature. Students who do not take advantage of the restorative nature of credit review will receive an F in any class that they were placed on credit review.

**Tardies count toward Credit Review:** For Credit Review every three tardies will count as one unexcused absence.

**How do you get placed on Credit Review?** All students are limited to ten (10 parent excused, unexcused, or truant) absences per class period each semester. Upon the eleventh absence in any class period the student loses credit in that class. The student will be required to continue to attend and pass the class to be eligible for the appeal process. In order to earn credit, the student must follow the proper appeal procedure.

**Student should take action to restore credit as soon as they are placed on Credit Review.** Students that have exceeded ten days of absences can earn forgiveness hours (absence reduction) by participating in eligible programs. Availability of these programs may vary by the school the student attends. One hour of time is equal to one absence reduction in one class. Examples of programs include:

- Attend Homework Lunch for two days (whole lunch) for one hour absence reduction.
- Attend after school tutoring at school with a teacher for one hour absence reduction.
- Attend Saturday School for a three hour absence reduction. Students who have been assigned Saturday School for other reasons, cannot use attendance on those days towards absence reduction (no "double dipping").

Students will be required to provide verifiable documentation with the appeal form they submit. The basic idea is one hour of time allows for one hour of absence reductions. Each school will publish their absence reduction options at the beginning of the year in the school newsletter and/or school website. Other options for absence reduction may be available with prior administrator approval. Students cannot bank absence forgiveness in anticipation of future absences.

**In order to restore the credit, students must submit an appeal** demonstrating that they either did not have more than ten absences or that they have taken action to restore the missed class time. A student that is denied credit for a class due to excessive absences may appeal that action in accordance with the following:

- The student must have a passing grade in the class that they were denied credit.



- The student must submit a completed appeal form to their assistant/associate principal. To be considered:
  - The form must have a parent/guardian signature.
  - The form must have the student's signature.
  - The form must have the name of the class(es) the student lost credit and is appealing.
  - The form includes the reason(s) for the appeal and additional documentation should be submitted with the form. Documentation may include medical notes or evidence of absence reductions.
  - The form indicates if the student is requesting a meeting with the assistant/associate principal or just wishes them to review what was submitted. The student may have the parent present at the meeting.
  - The form must be submitted in the appeal window. The appeal window starts two weeks prior to the first day of exams each semester and closes the last day of regular class prior to exams each semester.
- The student's assistant/associate principal will review each submitted appeal.
  - If the student requested a meeting, the student and his/her parent/guardians may attend and explain their appeal. If the student did not request a meeting, the appeal with the accompanying documentation will be reviewed.
  - The assistant/associate principal will determine if the submitted documentation and reason for appeal demonstrate the student really did not exceed the ten absence limit. Depending on the findings, the following may result:
    - Grade and credit restored.
    - No credit with the opportunity to earn the credit back the following semester. In the case of a senior second semester, the senior will have the days between the last day of school and graduation to earn the credit back.
  - The assistant/associate principal will notify the student and parent of the decision in an email (letter where no email is listed in PowerSchool).
  - The decision of the assistant/associate principal is final, there is no further appeal.
- Students who received the no credit with an opportunity to earn the credit back have two options:
  - Test out according to district policy regarding testing out (not all classes are available for test out). Students will only be allowed to take the test once and it must be completed in the semester following loss of credit.
  - (If not a second Semester Senior) Meet the following conditions the semester immediately following the loss of credit:
    - Pass all classes.
    - Miss no more than three (3) hours excused/unexcused/truant/3 tardy rule in any class.\*
    - Within 5 days of receipt of the report card showing all classes passed and no more than three absences in any class, the student submits a restoration of lost credit form.

*\*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 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*



## SATURDAY SCHOOL DATES FOR 2<sup>ND</sup> SEMESTER 2021-2022

- |                               |                               |                               |
|-------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> 1/29 | <input type="checkbox"/> 3/26 | <input type="checkbox"/> 5/14 |
| <input type="checkbox"/> 2/5  | <input type="checkbox"/> 4/23 | <input type="checkbox"/> 5/21 |
| <input type="checkbox"/> 2/12 | <input type="checkbox"/> 4/30 |                               |
| <input type="checkbox"/> 3/12 | <input type="checkbox"/> 5/7  |                               |

1. Report to Room 105 at Utica High School on the day assigned no later than 8:30 AM. Saturday school starts promptly at 8:30.
2. Enter the school through the doors in the back of building (Door 5) on the side by the ECC.
3. Bring enough schoolwork or school-appropriate reading to keep yourself occupied until 11:30 AM when you will be dismissed. Sleeping will not be allowed!
4. Students who arrive late will not be permitted to participate in the program and will be subject to out of school suspension.
5. All normal school rules apply.

<b>DOCUMENTATION OF ATTENDANCE RESTORATIVE HOURS</b>						
<i>Credit Review appeal window for second semester is May 12-25 for seniors and May 25-June 7 for sophomores and juniors.</i>						
<b>Appeal must be turned in to your associate principal - A-K Mrs. Olson; L-Z Mr. Kranzo</b>						
Student Name <small>(print legibly):</small> _____					Grade: _____	
DATE OF ACTIVITY	ACTIVITY PARTICIPATED IN	CHECK-IN TIME	CHECK-OUT TIME	TOTAL HOURS EARNED	TEACHER/STAFF SIGNATURE & PRINTED NAME	CLASS TO APPLY HOURS TO
<b>OFFICE USE ONLY: DATE RECEIVED</b> _____				<b>RECEIVED BY</b> _____		



# Utica High School

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Utica, MI 48317

Phone: (586) 797-2200  
Fax: (586) 797-2201

## CREDIT REVIEW APPEAL

The purpose of this form is to appeal credit review for a class or classes in which a student has accumulated more than ten absences over the course of the semester. Students on credit review that do not appeal their absences may end up losing credit in the affected class or classes and, ultimately, receive an "F" for the grade in the class. Please refer to the UCS Student Handbook for details about this process.

Please provide as much information as possible to help you in the appeal process. Once you complete this form, please turn it in to your Associate Principal - Mrs. Olson for last names A-K or Mr. Kranzo for last names L-Z.

**The appeal window starts two weeks prior to the first day of exams each semester and closes at 2 p.m. on the last day of regular classes prior to exams each semester. For seniors, the appeal window is May 12-25. For sophomores and juniors, the appeal window is May 25-June 7.**

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Name of class(es) for appeal: \_\_\_\_\_

Provide reasons for the appeal in the lines below. Attach any additional documentation to this form for consideration. Documentation may include medical notes and/or evidence of absence reductions.

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Does student request a meeting with your administrator to go along with your appeal documentation?

YES

NO

If meeting is requested by student, is parent also going to attend the meeting?

YES

NO