

Attendance for Credit Summary

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student's final grade may be based on classroom participation as well as student's performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes, whether they carry academic credit or not, including study halls, lunch, AIS support classes, resource room, etc. Consistent with the importance of classroom participation, ATEDs [absences, tardies, early departures] may affect a student's class participation grade for the marking period.

At the high school level, grades 9-12, any student with more than 27 absences (Excused or Unexcused) or their equivalents for a full year course, more than 14 absences (Excused or Unexcused) or their equivalents for a one-half year course or alternate day full year course, or more than 7 absences (Excused or Unexcused) or their equivalents for an alternate day semester course, will not receive credit for that course. Every three tardies to any given class is the equivalent to and will count as one absence. All excused and unexcused absences will be deducted from the maximum allowable total in each course, *except* for the following reasons which will be marked as Exempt:

- In and out-of-school suspension
- Home tutoring
- Mandated court appearances
- Assigned music lessons
- School generated and approved out-of-school field trips
- In-school field trips, e.g. group counseling, guest speakers/lecturers, etc.
- School generated absences which require the student to be absent from class, e.g. principal, assistant principal, dean, guidance counselor, etc.
- College Visitations to a maximum of five (5) days. Signed documentation and proof of visitation must be provided by the college or university on a duly recognized form generated by the visited school
- Bereavement due to the death in the student's immediate family or of a grandparent

Exempt, Excused and Unexcused Absences

- Exempt absences are those absences [specifically listed above]
- Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness (with note from parent/guardian or physician on physician's letterhead or script), impassable roads or weather, religious observance, quarantine, required court appearances, attendance at medical appointments, college visits in excess of the number permitted below, approved cooperative work programs, military obligations, or such other reasons as may be approved.
- All other ATEDs are considered unexcused absences and will be recorded as AUN, "absent, unexcused."

At the secondary level, it is the student's responsibility to provide documentation for all in-school appointments.

All ATEDs must be accounted for. It is the parent's responsibility to notify the school office within at least 24 hours of the ATED and to provide a written excuse upon the student's return to school/class. Without verification the absence will be recorded as AUN, "absent, unexcused."

All students with an ATED are expected upon their return to consult with their teachers regarding missed work. For grading purposes, only those students with excused or exempt ATEDs will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their quarter or final grade. Make up opportunities must be completed by a date specified by the student's teacher for the class in question

Disciplinary Consequences

Unexcused ATEDs may result in disciplinary action consistent with the district's Code of Conduct. Those penalties may include, for example, detention or in-school suspension. Students may also be denied privileges, including but not limited to participating in or attending extracurricular events, parking, or "senior" privileges.

Appeals for Medical/Extenuating Circumstances:

Students have a right to appeal the loss of credit. Appeals must be made in writing and addressed to the Office of the Principal. Students with medical conditions or extenuating circumstances should include documented material supporting the appeal. All appeals must be received within seven (7) school days from the date of the notice of loss of credit. After the seven days have elapsed a failing grade of "LC" (Loss of Credit) will be entered into the records.