

This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.

**Absences
Considered**

Except as otherwise provided by law, all absences incurred while enrolled in the District shall be considered in determining whether a student has attended the required percentage of days under this policy.

**Attendance
Committees**

Campus-based attendance committees shall be established in accordance with Education Code 25.092 and shall operate in accordance with the District of Innovation status of the District.

The Superintendent or designee shall make the specific appointments in accordance with legal requirements. The principal shall be responsible for establishing high standards of attendance and punctuality for every student. [See the *Elementary School Guidelines* and *Secondary School Guidelines*]

**Parental Notice of
Excessive Absences**

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below the required number of days established in the *Elementary School Guidelines* and *Secondary School Guidelines* for the current school year.

**Methods for
Regaining Credit or
Awarding a Final
Grade**

When a kindergarten through grade 12 student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. Additionally, high school students (grades 9–12) with attendance between 70 percent and 75 percent of days the class is offered and grades of 70 or above in all classes may earn credit for the class by completing a plan approved by the principal. This plan must ~~provide for a~~ low the student to meet the ~~instructional requirements of the~~ instructional requirements as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below ~~75 percent of the days the class is offered~~ the standards outlined above, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than 30 days after the last day of classes or the date the parent or adult student receives notification.

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The attendance committee may also, whether a petition is filed or not, review the records of all

students whose attendance drops below 90 percent of the days the class is offered.

A student who has lost credit or has not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

Personal Illness

The principal or attendance committee may require verification from a health-care provider in accordance with administrative regulations as a condition of classifying an absence for personal illness as one for which there are extenuating circumstances.

Best Interest Standard

In reaching consensus regarding a student's absences and how the student can be awarded credit or a final grade, the attendance committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent or designee shall develop administrative regulations to document the attendance committee's decision.

Guidelines on Extenuating Circumstances

The attendance committee shall consider whether a student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.

When makeup work is completed satisfactorily, the attendance committee shall consider extracurricular absences and other excused absences as days of attendance for award of credit or a final grade. [See FEA]

The attendance committee shall consider whether reasons for the absences were out of the parent's or student's control and whether documentation for the absence is acceptable.

The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.

Imposing Conditions for Awarding Credit or a Final Grade

The attendance committee shall consider the student's unique circumstances and, if necessary, shall impose conditions for awarding credit or a final grade that permit the student to meet the instructional requirements of the class rather than assigning a student to attend a specified program for an amount of time equivalent to the student's absences. Conditions may include:

- ~~1.~~ 1. Maintaining attendance standards for the rest of the semester.
- ~~2.~~ 2. Completing additional assignments, as specified by the committee or teacher.
- ~~3.~~ 3. Attending tutorial sessions as scheduled.

~~4.~~ 4. Completing other instructional programs, as specified by the committee.

~~5.~~ 5. Taking an examination to earn credit. [See EHDB]

In all cases, the student must earn a passing grade in order to receive credit.

Appeals Process

The attendance committee's decision may be appealed in accordance with provisions included in the *Elementary School Guidelines* and *Secondary School Guidelines*.