

	<p>This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.</p>
CONSIDERATION OF ALL ABSENCES	<p>All absences shall be considered in determining whether a student has attended the required percentage of days under this policy.</p>
ATTENDANCE COMMITTEES	<p>In accordance with legal requirements, the Board shall establish a District-level attendance review committee and the Superintendent or designee shall establish campus-level attendance committees for efficient implementation of Education Code 25.092.</p>
PARENTAL NOTICE OF EXCESSIVE ABSENCES	<p>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 90 percent of the days the class is offered.</p>
METHODS FOR REGAINING CREDIT OR AWARDED A FINAL GRADE	<p>When a 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. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.</p> <p>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 student, parent, or representative may request award of credit or a final grade by submitting a written petition to the campus attendance committee.</p> <p>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.</p> <p>The campus 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 campus 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.</p> <p>Students who have lost credit or have 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 campus attendance committee.</p>
PERSONAL ILLNESS	<p>When a student's absence for personal illness exceeds five consecutive days, the principal or campus attendance committee may require that the student present a statement from a physician or health clinic verifying the illness or condition that caused the student's extended absence from school as a condition of classifying the absence as one for which there are extenuating circumstances.</p>

If a student has established a questionable pattern of absences, the principal or campus attendance committee may require that a student present a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

GUIDELINES ON
EXTENUATING
CIRCUMSTANCES

The campus attendance committee shall adhere to the following guidelines to determine attendance for award of credit or a final grade:

DAYS OF
ATTENDANCE

1. If makeup work is completed satisfactorily, excused absences that are allowed under compulsory attendance requirements shall be considered days of attendance for award of credit or final grade. [See FEA(LEGAL) at EXCUSED ABSENCES FOR COMPULSORY ATTENDANCE DETERMINATIONS]

TRANSFERS /
MIGRANT
STUDENTS

2. A transfer or migrant student incurs absences only after his or her enrollment in the District.

DOCUMENTATION

3. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.

CONSIDERATION OF
CONTROL

4. The committee shall consider whether the absences were for reasons out of the student's or parent's control.

STUDENT'S
ACADEMIC RECORD

5. The committee shall consider whether or not the student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

INFORMATION
FROM STUDENT OR
PARENT

6. 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.

BEST INTEREST
STANDARD

In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.

IMPOSING
CONDITIONS FOR
AWARDING CREDIT
OR A FINAL GRADE

The committee may impose any of the following conditions for students with excessive absences to regain credit or be awarded a final grade:

1. Completing additional assignments, as specified by the committee or teacher.
2. Attending tutorial sessions as scheduled, which may include Saturday classes or before- and after-school programs.

ATTENDANCE
ATTENDANCE FOR CREDIT

FEC
(LOCAL)

3. Maintaining the attendance standards for the rest of the semester.
4. Taking an examination to earn credit. [See EHDB]
5. Attending a flexible school day program.
6. Attending summer school.

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

RIGHT OF APPEAL

A decision of the campus attendance committee to deny attendance credit or award a final grade may be appealed to the District-level attendance review committee appointed by the Superintendent. The decision of the District-level attendance review committee may be appealed to the Board upon written notice to the Superintendent within five school days of the date the decision was made. The Board shall hear the appeal at its next scheduled meeting on the record of the District-level appeal. A decision of the Board on a case appealed from an attendance committee may be appealed to a district court of law within time limits established by state law.

UNRESOLVED APPEAL

A student who has an unresolved appeal relating to loss of credit for failure to meet attendance requirements shall not be eligible to participate in graduation ceremonies if that credit is required for graduation.

ELEMENTARY SCHOOL
CONSIDERATION

For students in kindergarten–grade 5, award of a final grade shall be based on attendance during the entire scheduled school year rather than on semesters.