

absences. The written not
or guardian of the right to submit a written petition to appeal the
denial of credit(s) or promotion (see EXHIBIT B or EXHIBIT C).

filed at any time the
student receives notice but must be received by the campus no
later than 30 days after the last day of classes. (see EXHIBIT D).

The principal is delegated the responsibility for establishing an
attendance review committee at the beginning of each school year
to consider appeals regarding denial of course credit(s) or
promotion due to excessive absences. Each committee will be
composed of at least four or more teachers representing each
grade level and/or content represented in the school and must
comprise the majority of the committee, as required by law. At
least one campus administrator and one campus counselor must
be on the team. The attendance review committee must be
approved by the board each year. (see EXHIBIT A).

An Attendance Review Committee will be convened at any time a

for attendance for credit purposes and/or a written appeal is
submitted on behalf of the student. The Committee will consider
input from each appropriate teacher (see EXHIBIT E) and will
review the list of extenuating circumstances specified in policy. If
appropriate, the Committee will develop a written plan of
alternative learning activities, an Alternative Learning Plan, that
must be completed as a condition of gaining course credit or
promotion (see EXHIBIT F).

In determining the Alternative Learning Plan to regain credit, the
committee should document the factors taken into consideration,
such as:

1. What is in the best interest of the student?
2. Was the documented reason for the absences acceptable and
authentic?

control?

4. Has the student completed assignments, mastered the
essential knowledge and skills, and maintained passing grades
altidnea

The committee shall allow the student or parent an opportunity to present information to the committee about the absences and to discuss ways to earn or regain credit.

A final decision on credit or promotion cannot be made until the end of the semester or year when all absences will be considered, and it is determined that the student has achieved a passing grade in the regular coursework assigned by the teacher. If absences continue to occur after the initial meeting, the student may be assigned an Alternative Learning Plan by the administrative representative or the Attendance Review Committee based on the nature of the absences. At the end of the semester or year and when the timeframe established for the student to complete the Alternative Learning Plan has elapsed, the administrative representative/Attendance Review Committee representative or nces and to

ATTENDANCE
ATTENDANCE FOR CREDIT

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