

POLICY**Students****SUBJECT: CLASS ATTENDANCE AND COURSE COMPLETION**

The District believes that classroom participation is related to and affects a student's performance and grasp of a subject matter and, as such, is properly reflected in a student's final grade.

Any student absent from a class more than 15% of the time, for any reason, (including excused and unexcused absences), may not receive credit for the course. Generally, more than 27 absences in a full year course may result in loss of credit. However, where a student earns a passing grade, credit will not be denied for the course(s).

For courses meeting ½ year or ¼ year, the same policy will apply. The 14th absence in a ½ year course and a 7th absence in a ¼ year course may result in loss of credit and the procedures followed will use ½ and ¼ of the absences, respectively, as guidelines.

Transfers and students re-enrolling after having dropped out will be expected to attend 85% of the scheduled class meetings during their time of enrollment. The procedures followed will be prorated according to their possible number of class meetings.

If an elementary student is absent from school more than 15% of the time, for any reason, a meeting with the parent, teacher, school attendance officer and the administration will be required to address the issue of the student's excessive absences.

Attendance at school sponsored events where instruction is substantially equivalent to the instruction which was missed shall be counted as the equivalent of regular attendance in class.

The student will have the opportunity to make up the classes and work missed as determined by the principal/designee. To assure due process, the implementation of this general attendance policy will be in accordance with rules and regulations as developed by the administration. Further, the District shall vigorously publicize and disseminate this policy in order to ensure faculty, student and parental awareness.

Notice of Attendance Standard/Intervention Strategies

In order to ensure that parents/persons in parental relation and students are informed of the District's policy regarding attendance and course credit, and the implementation of specific intervention strategies to be employed, the following guidelines shall be followed:

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- a) Copies of the District's Student Attendance Policy will be mailed to parents/persons in parental relation and provided to students at the beginning of each school year or at the time of enrollment in the District.
- b) School newsletters and publications will include periodic reminders of the components of the District's Student Attendance Policy. Copies of the Attendance Policy will also be included in parent/student handbooks.
- c) At periodic intervals, a designated staff member(s) will notify, by telephone, the parent/person in parental relation of the student's absence, tardiness, or early departure and explain the relationship of the student's attendance to his/her ability to meet graduation expectations. If the parent/person in parental relation cannot be reached by telephone, a letter shall be sent detailing this information.
- d) A designated staff member will review the District's Attendance Policy with students who have excessive and/or unexcused absences, tardiness or early departures. Further, appropriate student support services/personnel within the District, as well as the possible collaboration/referral to community support services and agencies, will be implemented prior to the denial of course credit for insufficient attendance by the student.

Approved: April 8, 2008