

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

**Consideration of All Absences**

All absences shall be considered in determining whether a student has attended the required percentage of days under this policy.

**Extenuating Circumstances**

The Board has established the following as extenuating circumstances:

1. Board-approved extracurricular activity or public performance subject to limitations in FEC(LEGAL).
2. Family emergencies or unforeseen or unavoidable instances requiring immediate attention.

An attendance committee may give class credit to a student based on extenuating circumstances. [See FEC(LEGAL)]

**Personal Illness**

When a student's absence for personal illness exceeds five consecutive days, the principal or 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.

If a student has established a questionable pattern of absences, the principal or 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.

**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 90 percent of the days the class is offered.

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

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.

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 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.

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.

**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. Complete additional assignments, as specified by the committee or teacher.
2. Attend tutorial sessions as scheduled, which may include Saturday classes or before- and after-school programs.
3. Maintain the attendance standards for the rest of the semester.
4. Take an examination to earn credit. [See EHDB]
5. Attend a flexible school day program.
6. Attend summer school.

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