

ATTENDANCE  
COMMITTEES

Campus-based attendance committees shall be established in accordance with Education Code 25.092.

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 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 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 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.

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 attendance committee.

GUIDELINES ON  
EXTENUATING  
CIRCUMSTANCES

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

ATTENDANCE  
ATTENDANCE FOR CREDIT

FEC  
(LOCAL)

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| DAYS OF<br>ATTENDANCE                                             | 1. All absences shall be considered in determining whether a student has attended the required percentage of days. If makeup work is completed satisfactorily, excused absences that are allowed under compulsory attendance requirements shall be considered days of attendance for this purpose. [See FEA(LEGAL) at EXCUSED ABSENCES FOR COMPULSORY ATTENDANCE DETERMINATIONS]                                                                                                                                                                                                                                               |
| TRANSFERS /<br>MIGRANT<br>STUDENTS                                | 2. A transfer or migrant student incurs absences only after his or her enrollment in the District.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| BEST INTEREST<br>STANDARD                                         | 3. 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.                                                                                                                                                                                                                                                                                                                                     |
| DOCUMENTATION                                                     | 4. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| CONSIDERATION OF<br>CONTROL                                       | 5. The committee shall consider whether the absences were for reasons out of the student's or parent's control.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| STUDENT'S<br>ACADEMIC RECORD                                      | 6. 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<br>FROM STUDENT OR<br>PARENT                          | 7. 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<br>CONDITIONS FOR<br>AWARDING CREDIT<br>OR A FINAL GRADE | <p>The committee may impose any of the following conditions for students with excessive absences to regain credit or be awarded a final grade:</p> <ol style="list-style-type: none"><li>1. Completing additional assignments, as specified by the committee or teacher.</li><li>2. Attending tutorial sessions as scheduled, which may include before- and after-school programs.</li><li>3. Maintaining the attendance standards for the rest of the semester.</li><li>4. Taking an examination to earn credit. [See EHDB]</li><li>5. Attending a flexible school day program.</li><li>6. Attending summer school.</li></ol> |

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

APPEALS

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

EFFECTIVE DATE

This policy shall be effective as of the adoption date, April 11, 2014.