

Grade Reduction/Credit Denial

Regular attendance is valuable in school and work. If a student does not attend regularly as defined by Board policy, there may be a denial of credit or grade reduction. If attendance is a factor, prior to grade reduction or credit denial, the following shall occur:

1. The teacher must:
 - a. Provide written description identifying how attendance and class participation is related to instructional goals;
 - b. Give notice to student(s) and parent(s) concerning grading criteria;
 - c. Provide makeup opportunities for excused absences;
 - d. Give notice to student(s) and parent(s) when poor attendance is affecting academic progress.
2. The teacher may (with administrative approval and parent notification):
 - a. Develop grading standards that emphasize class participation as part of the grade. However, participation points may not be awarded based on attendance only. There must be a participation criteria and makeup opportunities provided for excused absences;
 - b. Develop grading standards that include regular attendance;
 - c. Deny makeup opportunities for unexcused absences and truancy, other than suspension.
3. The teacher may not:
 - a. Reduce grades or deny credit solely on attendance;
 - b. Reduce grades or deny credit for absences due to religious reasons, a student's identified disability or excused absences as defined by 7. below.
4. The student should:
 - a. Initiate contact with the teacher to arrange for makeup work for absences;
 - b. Make arrangements with the teacher to complete work missed because of prearranged absences.
5. The parent should:
 - a. Contact the school to request an excused absence when the student is unable to attend school due to circumstances described in 7.a. below;
 - b. Contact the school to prearrange an absence.

6. The school must:
 - a. Provide notice of student absences to parents;
 - b. Provide due process when considering grade reduction or credit denial.

7. The school may:
 - a. Excuse students for:
 - (1) Illness/Injury;
 - (2) Educational/Occupational interviews;
 - (3) Illness of student or immediate family member;
 - (4) Family emergency/travel;
 - (5) Bereavement;
 - (6) Religious instruction/service;
 - (7) Legal or court appointments;
 - (8) Medical/Dental appointments;
 - (9) Activities as required by the school;
 - (10) Activities as approved by the principal.
 - b. Establish stricter criteria for members of student organizations or participants in school activities;
 - c. Excuse students on a limited basis from a particular preplanned classroom activity or from selected portions of the established curriculum when requested for personal, religious or ethnic consideration;
 - d. Develop and implement regulations for truancy and unexcused absences;
 - e. Develop and implement tardy regulations;
 - f. Remove students from classes for disciplinary reasons;
 - g. Transfer students from traditional to alternative programs based on irregular attendance.

8. The school may not
 - a. Lower or deny grades solely on the basis of attendance;
 - b. Deny admission except per Board policy;
 - c. Remove students from class with loss of credit solely for irregular attendance.

9. Due Process/Appeals
 - a. Procedures/Guidelines for due process to student(s) when appealing grade reduction or credit denial for attendance will be established at the school with notification to student(s)/parent(s).
 - b. Procedures/Guidelines must include but are not limited to:
 - (1) Identified responsibilities of student, parent, teacher and administration;
 - (2) Steps of parent notification identified in building guidelines.

- c. The school will establish an attendance appeals committee and process for students who have accumulated more than the allowed absences where grade reduction or credit denial becomes a factor.
 - (1) A committee of three will review the attendance appeals of students who have exceeded the number of allowed absences.
 - (2) The three members are from a pool of six to nine staff members, one of whom serves as the chair.
 - (3) Schedule and timelines for appeal hearings will be established and published in school procedures/guidelines.