

ATTENDANCE  
ATTENDANCE FOR CREDIT

FEC  
(LOCAL)

ATTENDANCE  
COMMITTEES

The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.

The Superintendent or designee shall make the specific appointments in accordance with legal requirements.

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

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 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 by submitting a written petition to the appropriate attendance committee.

Petitions for credit 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. 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 because of excessive absences may regain credit by fulfilling the requirements established by the attendance committee.

PERSONAL ILLNESS

When a student's absence for personal illness exceeds three 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 is 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.

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CHRONICALLY ILL  
STUDENTS

To be classified as chronically ill, a student must present to the principal a written notice from his or her physician stating the nature of the student's illness. The statement shall explain the nature of the student's illness that may cause excessive absences. Because this statement will be on file in the school office, it shall not be necessary for the principal to send a warning letter to parents after five days of absence. Should a chronically ill student experience a recurrence of the illness, he or she may be requested to present to the school office additional signed statements from the physician. When the above procedures have been followed, the principal shall have the authority to waive the minimum attendance requirements.

GUIDELINES ON  
EXTENUATING  
CIRCUMSTANCES

The attendance committee shall adhere to the following guidelines to determine attendance for credit:

DAYS OF  
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, absences for the following reasons shall be considered days of attendance for this purpose:
  - a. Religious holy days;
  - b. Required court appearances;
  - c. Activities related to obtaining U.S. citizenship;
  - d. Serving as an election clerk;
  - e. Visiting an institution of higher education [see FEA]; and
  - f. Health-care appointments.

[See FEB]

TRANSFERS /  
MIGRANT  
STUDENTS

2. A transfer or migrant student incurs absences only after his or her enrollment in the District.

BEST INTEREST  
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.
4. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.

DOCUMENTATION

5. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.

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| CONSIDERATION OF CONTROL               | 6. The committee shall consider whether the absences were for reasons out of the student's or parent's control.   |
| STUDENT'S ACADEMIC RECORD              | 7. 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 FROM STUDENT OR PARENT     | 8. 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.   |
| UNEXCUSED ABSENCES                     | <p>The Board has chosen to allow students who have lost credit because of unexcused absences to regain credit by fulfilling the requirements established by the attendance committee. The committee may set more stringent requirements for regaining credit lost because of unexcused absences than in other circumstances.</p> <p>A student shall be unexcused when absent from school with his or her parent's or guardian's knowledge but without permission from school officials.</p>   |
| IMPOSING CONDITIONS FOR AWARDED CREDIT | <p>The committee may impose any of the following conditions for receiving credit lost because of excessive absences:</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 Saturday classes or 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><li>7. Completing research projects.</li><li>8. Completing individual papers or oral reports.</li><li>9. Participating in a library activity.</li><li>10. Participating in a laboratory activity.</li><li>11. Completing computer-assisted instruction.</li><li>12. Attending peer tutoring.</li><li>13. Completing an alternative education assignment.</li></ol> |

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14. Attending study hall.
15. Participating in a community or campus service.

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

Alternative learning activities shall be assigned by teachers, counselors, or administrators at the campus level. Documentation of these activities shall be the responsibility of the student and parent and shall be a major criterion in the determination of credit(s) awarded or denied by the attendance committee.

APPEAL PROCESS

A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL) beginning at Level Three.