

**Sec. 1. ATTENDANCE FOR CREDIT**

To receive credit or a final grade in a class, a student must attend at least 90% of the days a class is offered. These days include both excused and unexcused absences.

A student who is in attendance for at least 75%, but fewer than 90%, of the days a class is offered may have credit restored or earn a final grade if the student completes a plan approved by the Principal that provides for the student to meet the instructional requirement of the class.

If a student attends fewer than 75% of the days a class is offered or has not completed the plan approved by the Principal, the student will be referred to an Attendance Review Committee (“Committee”) to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade, if appropriate. A recommendation may be made by the Principal or designee to the Committee to deny the student credit or a final grade for that class.

Upon being notified of the recommendation to deny a student credit or a final grade, a student’s parent may request a hearing before the Committee to present information regarding why their child’s absence should not result in loss of credit. This request must be made in writing within five school days of receipt of notification. The Committee may find that denial of credit is appropriate or that the parent has presented compelling evidence that their child should not be denied credit.

**Sec. 2. ATTENDANCE REVIEW COMMITTEE**

The Board has designated the Chief Academic Officer to appoint one or more attendance review committees to hear petitions for class credit by students who have not met the 90% rule to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

**a) *Extenuating Circumstances***

In determining whether there were extenuating circumstances for the absences, the Committee will use the following guidelines:

1. All absences will be considered in determining whether a student has attended the required percentage of days.
2. If makeup work is completed, absences for the reasons listed at Board Policy PG-3.5 (Compulsory Attendance) will be considered days of attendance for this purpose.
3. A transfer or migrant student begins to accumulate absences only after he or she has enrolled in Life School.
4. For a student transferring into Life School after school begins, only those absences after enrollment will be considered.
5. In reaching a decision about the student’s absences, the Committee will attempt to ensure that it is in the best interest of the student.

6. The Committee will consider the acceptability and authenticity of documented reasons for the student’s absences.
7. The Committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
8. The Committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
9. The student, parent will be given an opportunity to present any information to the Committee about the absences and to talk about ways to earn or regain credit.

**b) *Conditions for Awarding Credit or a Final Grade***

The Committee may utilize any of the following conditions for regaining credit or earning a final grade for students with excessive absences:

1. Attending summer school.
2. Attending tutorial sessions, including Saturday school or before- or after-school programs.
3. Completing additional assignments, as determined by the Committee or teacher.
4. Maintaining attendance standards for the remainder of the semester.
5. Taking an examination to earn credit.

A student must earn a passing grade in order to receive credit or earn a passing grade.

**c) *Appeal***

The student or parent may appeal the Committee’s decision to the Board by filing a written request with the Superintendent or designee in accordance with Board Policy PG-3.30 (Parent and Student Complaints and Grievances).

**Sec. 3. WITHDRAWAL FOR NONATTENDANCE**

Life School may initiate withdrawal of a student under the age of 19 for nonattendance under the following conditions:

1. The student has been absent on ten or more consecutive school days; and
2. Repeated efforts by the Attendance Officer and/or Principal to locate the student have been unsuccessful.

Additionally, Life School may revoke the enrollment of a student 19 years of age or older who has more than five unexcused absences in one semester.