

Students

Attendance – High School

Minimum Attendance Requirement

A teacher may assign a failing grade to any student who has five (5) unexcused absences. Each teacher who uses unexcused absences to give a failing grade must present students with a written High School attendance/grading policy within ten (10) school days of the beginning of a semester.

Students who have unusual circumstances for their absences may petition to receive credit. The petition will include the reasons for the absences and the rationale for granting credit. The petition must be filed before the end of the semester under question and must be approved by the principal and teacher of the course. Absences must be verified by

the student’s parent/ guardian in writing, in person, or by telephone to the school office or appropriate school personnel upon the student’s return to school. The school office should be notified in advance of an anticipated absence. Students and parents are responsible for verifying absences. Absences not verified within fifteen (15) school days following the absence will be considered unexcused. “F” grades earned for unexcused absences will be properly identified on students’ transcripts. Students and parents/guardians will be notified of the policy at the time of enrollment or at the beginning of each school year.

Guidelines for Petitioning for Credit with Five (5) or More Unexcused Absences

Timeline: The attached petition (EA 5110) can be filed anytime after the 5th day of absence from a class, but must be filed no later than five (5) working days after the end of the semester in which the five (5) days occurred.

Action on the petition by the teacher and principal will take place within ten (10) working days of receipt of the petition.

Criteria: The following questions will be considered in reviewing the petition:

1. Has the student made prior arrangements for makeup work missed during an absence?

2. Have the absences made it impossible for the student to successfully complete the course?
3. Is the granting of the petition consistent with the teacher’s grading/attendance policy? (The petition cannot override the teacher’s attendance/grading policy.)

In addition to considering the above questions, the student’s absences will be evaluated by the principal and teacher in considering approval of the petition. The more unexcused absences a student has, the less likely that the petition will be approved.

Recording of Failing Grades Due to Unexcused Absences

Failing grades given to students with five (5) or more unexcused absences will be identified on the student transcript with the following statement: “The failing

grade is not the result of unsatisfactory academic performance but because of a violation of school attendance requirements.”

