

Attendance for Credit

Except as provided below and in accordance with the Heritage Academy's Charter, a student shall not be given credit for a class unless the student is in attendance 90 percent of the days the class is offered. This restriction does not affect a student's right to excused absences to observe religious holy days.

Extenuating Circumstances

Attendance Review Committee

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

In determining whether there were extenuating circumstances for the absences, the attendance review 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-3.3.1 (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 Heritage Academy.
4. For a student transferring into Heritage Academy 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 or 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.

Appeal

The student or parent may appeal the committee's decision to the Board by filing a written request with the Superintendent in accordance with Board Policy PG-3.35 (Parent and Student Complaints and Grievances).

Withdrawal for Nonattendance

The 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.