

State law requires students to be in attendance 90 percent of the days a class is offered in order to gain credit or be considered for promotion. The 90 percent requirement applies to each individual class regardless of whether the absence is excused or unexcused. However, if the student has completed the routine make-up work for absences related to health care appointments and/or religious holy days, the day shall be considered a day of attendance for computing the required percent of days of attendance.

The attendance for credit statute targets absences that occur after enrollment in the District. A student shall not be penalized for nonattendance under this statute prior to the first day of enrollment in the District; however, the student and the student's parent/guardian are subject to prosecution under the compulsory attendance laws if attendance requirements have not been met. (See FEA regarding compulsory attendance.)

To receive credit, a student who enrolls in the District after instruction for the semester or year has begun must demonstrate academic achievement and proficiency of the subject matter as required under TEC 28.021 and 19 TAC 74.26.

PRINCIPAL'S PLAN

A student who is in attendance for at least 75 percent but less than 90 percent of the days a class is offered may be given credit if the student completes a plan approved by the school's principal that provides for the student to meet the instructional requirements of the class. However, a student under the jurisdiction of a court in a criminal or juvenile justice proceeding may not receive credit without the consent of the judge presiding over the student's case.

DETERMINATION OF
ABSENCES

The principal or principal's designee will be responsible for reviewing the attendance records for each student who falls below the 90 percent threshold for attendance. The principal or principal's designee will establish whether students with excused absences have completed the make-up work for their absences in order to recalculate the percentage of days of attendance for those students who have completed assignments. Only students who have excused absences with incomplete make-up work and/or unexcused absences that place them below the 90 percent threshold will be notified regarding the possibility of losing credit or being denied promotion. (For Remote Instruction see below)

STUDENT/PARENT
NOTIFICATION

The principal or principal's designee will notify parents and students in writing when a student is in danger of losing course credit(s) or being denied promotion because of excessive

absences. The written notification must inform the student's parent or guardian of the right to submit a written petition to appeal the denial of credit(s) or promotion (see EXHIBIT B or EXHIBIT C).

APPEAL FOR
EXTENUATING
CIRCUMSTANCES

The student's/parent's written appeal may be filed at any time the student receives notice but must be received by the campus no later than 30 days after the last day of classes. (see EXHIBIT D).

ATTENDANCE
REVIEW COMMITTEE

The principal is delegated the responsibility for establishing an attendance review committee at the beginning of each school year to consider appeals regarding denial of course credit(s) or promotion due to excessive absences. Each committee will be composed of at least four or more teachers representing each grade level and/or content represented in the school and must comprise the majority of the committee, as required by law. At least one campus administrator and one campus counselor must be on the team. The attendance review committee must be approved by the board each year. (see EXHIBIT A).

DUTIES OF THE
ATTENDANCE
COMMITTEE

An Attendance Review Committee will be convened at any time a student's attendance falls below the 75 percent threshold required for attendance for credit purposes and/or a written appeal is submitted on behalf of the student. The Committee will consider input from each appropriate teacher (see EXHIBIT E) and will review the list of extenuating circumstances specified in policy. If appropriate, the Committee will develop a written plan of alternative learning activities, an Alternative Learning Plan, that must be completed as a condition of gaining course credit or promotion (see EXHIBIT F).

In determining the Alternative Learning Plan to regain credit, the committee should document the factors taken into consideration, such as:

1. What is in the best interest of the student?
2. Was the documented reason for the absences acceptable and authentic?
3. Were the absences for reasons out of the student's or parent's control?
4. Has the student completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject?

The committee shall allow the student or parent an opportunity to present information to the committee about the absences and to discuss ways to earn or regain credit.

A final decision on credit or promotion cannot be made until the end of the semester or year when all absences will be considered, and it is determined that the student has achieved a passing grade in the regular coursework assigned by the teacher. If absences continue to occur after the initial meeting, the student may be assigned an Alternative Learning Plan by the administrative representative or the Attendance Review Committee based on the nature of the absences. At the end of the semester or year and when the timeframe established for the student to complete the Alternative Learning Plan has elapsed, the administrative representative/Attendance Review Committee shall meet and make a final recommendation regarding credit and/or promotion. (see EXHIBIT H).

ALTERNATIVE
LEARNING PLAN

Students will be assigned an Alternative Learning Plan to make up work missed, or credit lost, if appropriate. (see EXHIBIT F) The administrative representative or the Attendance Review Committee can assign a specific activity, a combination of activities, or allow the student a choice of alternative assignments. The student must be offered at least one option that does not require a fee for participation. The Alternative Learning Plan may include any of the options specified in Board Policy FEC(LOCAL):

1. Completing additional assignments, as specified by the committee or teacher.
2. Attending tutorial sessions as scheduled, which may include Saturday classes or before-and after-school programs.
3. Maintaining the attendance standards for the rest of the semester.
4. Taking an examination to earn credit. (See EHDB)
5. Attending a flexible school day program.
6. Attending summer school.
7. Completing distance learning courses. (See EHDE)
8. Completing independent study projects.
9. Using computer-assisted instruction.
10. Fulfilling student contracts.

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

The Alternative Learning Plan will not include disciplinary sanctions such as serving after school or Saturday detention.

Truancy is considered a disciplinary infraction requiring an administrator to assign appropriate disciplinary consequences separate and apart from alternative learning activities.

The administrative representative/Attendance Review Committee may impose more stringent requirements on students who have accumulated excessive absences that are unexcused.

GRADE(S)
EARNED

The academic grade earned in a course, by law, shall not be affected by the completion of the Alternative Learning Plan. The grade earned and recorded will be based upon work assigned by the teacher.

Students shall be allowed to make up regular coursework assigned by the teacher during an absence and receive the actual grade earned.

In order for elementary and middle school students to be promoted from one grade to the next, the students must meet all state and local requirements for promotion.

DOCUMENTATION OF
COMPLETION

It is the student's responsibility to provide documentation of completion of each activity assigned in the Alternative Learning Plan, within the designated timeframe established by the committee. Failure to submit evidence of the completed activity(ies) to the administrative representative within the designated timeframe will result in the denial of credit(s) and/or promotion.

The administrative representative or the Attendance Review Committee may award credit or grant promotion if:

1. The student's absences fall under one of the extenuating circumstances specified in Board Policy, and the student has completed all required make-up work; or
2. The student has successfully completed the Alternative Learning Plan assigned within the timeframe designated on the written plan (see EXHIBIT F). (More stringent requirements will be assigned for unexcused absences.)

Students who do not take advantage of the Alternative Learning Plan imposed by the administrative representative or the Attendance Review Committee will receive no course credit and/or the student will not be promoted.

APPEAL

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

REMOTE
ASYNCHRONOUS
/SYNCHRONOUS
LEARNING

Definitions

Remote synchronous instruction, where students in grades 3–12 and teachers are not on campus but are engaged in two-way, real-time virtual instruction at prescheduled times during the school day; and

Remote asynchronous instruction, where students in any grade engage in learning on their own time, interacting with the teacher through activities such as prerecorded video lessons or pre-assigned work made available to students on paper.

DOCUMENTATION
FOR ATTENDANCE
IN REMOTE
LEARNING

To be considered present, a student participating in remote asynchronous instruction must show engagement in learning each day through at least one of the following:

- Progress demonstrated through interactions with the district's Learning Management System;
- Progress based on interactions between the student and teacher; or
- Completing or turning in assignments to the teacher through methods such as email, online submission, or mail. Progress is defined in the district's asynchronous learning plan approved by TEA.

CRITERIA FOR
CANCELLATION OF
REMOTE
LEARNING

The District may identify students to be discontinued for remote instruction if one or both of the following are true in any class:

- Student has a class average of 70 or below (or the equivalent)
- Student has 3 or more unexcused absences in a grading period.

PARENT/STUDENT
NOTIFICATION OF
CANCELLATION OF
REMOTE LEARNING

The Principal or Principal's designee will notify parents and students in writing, at least two weeks prior to requiring the student to come on campus, when a student, based on attendance and/or academic performance, is being recommended for cancellation of remote instruction. (EXHIBIT I)

APPEAL OF
CANCELLATION OF
REMOTE LEARNING

A parent or student may appeal the decision of cancellation of remote learning in one of two ways:

- Submitting a medical exemption, which requires health care provider certification that your child or an individual in his/her household has a high-risk medical condition as defined by the Centers for Disease Control. (EXHIBIT J)
- Requesting a transition meeting. The transition meeting, (which can be held virtually), will be held no sooner than 3 days after you request it. Your child will continue to learn remotely until the meeting has been held.
- If the parent does not appeal or if, at the conclusion of the transition meeting, the District does not agree that the student can be successful learning remotely, the District may require the student to transition to on-campus learning.