

ATTENDANCE:
ATTENDANCE FOR CREDIT

FEC
(REGULATION)

NINETY PERCENT
ATTENDANCE

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 the policies and regulations at 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 learning, 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 (Exhibits A and B). 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.

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.

ATTENDANCE
REVIEW COMMITTEE

The principal is delegated responsibility for establishing one or more attendance review committees at the beginning of each school year to consider appeals regarding denial of course credit(s) or promotion due to

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excessive absences. Each committee will be composed of two classroom teachers and one administrative representative. Additional members may be added to the committee; however, state law requires that the majority of the committee must be classroom teachers. The attendance review committee must be approved by the board each year.

The attendance review committee shall hear all cases where a student's attendance has fallen below 90 percent of the days the class is offered and/or an appeal has been filed in writing. Prior to meeting to discuss the student's appeal, the administrative representative shall ask the teacher of each course under consideration to review the student's absences, grades, and status in the course. (See Exhibit C for an optional form that can be used to collect this information.)

COMMITTEE
RESPONSIBILITIES

An Attendance Review Committee will be convened at any time a student's attendance falls below the 90 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 C) and will review the list of extenuating circumstances specified in policy. If appropriate, the Committee will develop a written plan of alternative learning activities that must be completed as a condition of gaining course credit or promotion (see Exhibit D). These activities will be graded on a pass/fail basis.

In determining alternative learning activities 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 additional alternative learning activities 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 alternative learning activities has elapsed, the administrative representative/Attendance Review Committee shall meet and make a final recommendation regarding credit and/or promotion.

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The administrative representative shall notify the personnel impacted to ensure appropriate records are updated to reflect the committee's decisions. The administrative representative shall also notify the student and the student's parent/guardian of the final decision of the committee and their right to appeal (see Exhibit F).

ALTERNATIVE
LEARNING ACTIVITIES

Students will be assigned one or more alternative learning activities to make up work missed or credit lost, if appropriate. 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 activities may include any of the options specified in Board Policy FEC (LOCAL):

1. Completing additional assignments, as specified by the committee or teacher.
2. Satisfying time-on-task requirements before and/or after school.
3. Attending tutorial sessions as scheduled.
4. Attending Saturday classes.
5. Attending summer school.
6. Attending before and after school classes.
7. Completing individual student contracts.
8. Maintaining the attendance standards for the rest of the semester.
9. Taking an examination to earn credit.
10. Other options deemed appropriate by the administrative representative or committee.

Alternative learning activities 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 alternative learning activities. The grade earned and recorded will be based upon work assigned by the teacher. Alternative learning

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activities will be graded on a pass/fail system which will not affect the student's numerical or course grade.

Students shall be allowed to make up regular coursework assigned by the teacher during an absence and receive the actual grade earned. Students who were truant will be allowed to make up work; however, a maximum grade of 70 will be recorded for the completed assignment.

In order for elementary and junior high 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 alternative learning activity assigned 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.

AWARDING CREDIT/
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 activity(ies) assigned within the timeframe designated on the written plan (see Exhibit D). (More stringent requirements will be assigned for unexcused absences.)

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

APPEAL PROCESS

If the campus-level attendance review committee denies course credit(s) or promotion to the next grade, the student or the student's parent/guardian may appeal the decision to a District-level attendance review committee. The District is not obligated to provide an appeal process to a student who is denied credit or promotion due to his/her failure to successfully complete the alternative learning activities within the designated timeframe.

A request to appeal the campus-level attendance review committee should be submitted in writing to the Executive Director of Elementary or Secondary Education within seven (7) days of receipt of the committee's decision. If a District-level appeal is requested, the administrative representative from the campus will be required to forward all documentation of the campus-level committee to the Executive Director of Elementary or Secondary Education. A District-level attendance review committee will meet within fifteen (15) days from the date the appeal notification is received. The committee will have seven (7) days from the date of the meeting to issue a ruling on the appeal.

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If the student is denied credit(s) or promotion to the next grade level by the District-level attendance review committee, the student or the student's parent/guardian may appeal the decision pursuant to Board Policy FNG (Local).

REMOTE LEARNING

The District may choose to offer remote learning for students.

Definitions

Remote synchronous instruction occurs when students are not on campus but are engaged in two-way, real-time virtual instruction at prescheduled times during the school day.

Remote asynchronous instruction occurs when students are not on campus, and students engage in learning on their own time, interacting with the teacher through activities such as pre-recorded video lessons or pre-assigned work.

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
DISCONTINUING
REMOTE LEARNING

The District may discontinue remote learning as an option for a student while continuing it for other students if the District determines that the student's attendance and/or academic performance in one or more classes puts the student at significant risk of learning loss. Remote learning may be discontinued for a students who has:

- A class average of 70 or below (or the equivalent) in one or more courses; or
- Three or more unexcused absences in a grading period.

Notification to
Discontinue Remote
Learning

The principal or designee will notify the parent and student in writing, at least two weeks prior to requiring the student to return for in-person learning, when a student is being recommended for discontinued remote learning, based on attendance and/or academic performance. (EXHIBIT G)

Appeal

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

- Submit a complete Medical Certification for COVID-19 High Risk Exemption, which requires health care provider certification that the student or an individual in the student's household has a high-risk medical condition as defined by the Centers for Disease Control. (EXHIBIT H)
- Request a transition meeting. The District will schedule the transition meeting with no less than three days' notice. A student may continue remote learning until the transition meeting has been held.

An appeal must be filed within 5 business days of the date of the notification to discontinue remote learning. The District may require a student to return to in-

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person learning if: (1) the parent does not appeal, or (2) the District does not conclude that the student will be successful in remote learning.