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## School-wide Principal's Plan for Final Grade/Credit Restoration Due to Attendance

According to Texas State law, each student must be in attendance 90 percent (90%) of the days a class is offered in order to receive credit for the class. The implementation of the Attendance for Final Grade/Credit Initiative is to ensure that all students are in attendance 90 percent (90%) of the time a class is offered in order to certify successful accrual of a final grade or credit.

### **Purpose/Criteria**

Students who are **passing** their classes, but have excessive absences may have the opportunity to regain final grade or credit for their classes by successfully completing a Principal's Plan. The Principal's Plan will be implemented for students whose attendance drops below 90 percent (90%) but does not exceed 75 percent (75%) of the days the class is offered. The student must be earning a passing grade and have completed all classwork and homework associated with the excessive absences in order to be eligible to participate in the Principal's Plan.

### **Letters**

**Warning Letters** – When the student exceeds a 5% absence rate of the days any class is offered, notification will be sent to the parent or guardian. (3 absences)

**Violation Letters** – When the student exceeds a 10% absence rate of the days any class is offered, notification will be sent to the parent or guardian that their child may lose credit for the course due to attendance. (5 absences in the Fall semester or 6 absences in the spring semester) However, the student may be eligible to participate in the Principal's Plan or complete a Petition using form A-3.

### **Principal's Plan Dates:**

Please note, these dates are only for students who have been approved to participate in the Principal's Plan by the attendance committee and have received the prescribed assignments for the specific course in which credit is to be regained. Weekday dates are from 3:30 pm to 5pm and Saturdays are from 8am to 1pm

November 29, December 1, December 4, December 6, December 8, December 11,  
December 13, December 15, January 10, January 12, January 15, January 17, January 19.

### Semester Course Required Restoration Assignment Chart

# of Absences Fall Semester	# of Absences Spring Semester	Required Restoration Assignment
4-5	5-7	1 hour of tutoring and 1 project (2 hours)
6-7	8-9	3 hours of tutoring and 2 projects (5 hours)
8-10	10-12	6 hours of tutoring and 3 projects (9 hours)
11 or more	13 or more	Approved Petition

#### Documentation

All documentation is kept in the Attendance Office. The Attendance administrator is:

Mr. Douglas Dehn

#### Determination of Credit

The attendance Committee will review all documents for approval. Students will need to have:

- Completed the Principal Plan
- Completed all assignments/make-up work, documented on Form A-2 with work attached
- Earn a passing grade of 70% or above in each class
- Submit all documentation by the due date to the Attendance Administrator

An administrator signature is required for final approval.

#### Petition Process

Parents/students may file a petition for the Attendance Committee’s consideration. Petitions for credit or a final grade may be filed at any time notice is given, but in any event, no later than 30 days after the last day of class. Any appeal for a graduating senior shall be processed before graduation when submitted in accordance with administrative regulations **FEC(LOCAL)**. Exceptions are allowable with Executive Director’s approval.

#### Appeal Process

In an attendance committee denies a student’s petition for credit for a class or award of final grade in the class, the student may appeal the decision to the Board by submitting a written request to the Superintendent who shall proceed under Level Three of the student complaint policy **FEC(LOCAL)**. See **FNG (LOCAL)**.