

***New Attendance Policies Effective January 26, 2015***  
***(Amendment September 16, 2016)***

Learning needs to be valued as an ongoing process that requires the daily interaction of students with their teachers and peers. Absence from class affects this learning process. While a student may make up the paperwork missed, the student can rarely duplicate the learning experiences lost by that day's absence.

Absence from class for any reason is academically detrimental to students. Since education is a cooperative effort and students gain knowledge from their interactive discussion with one another, their absences also hinder the class. ***[This paragraph represents current language. All information to follow this paragraph represents proposed clarification and changes to FHS attendance procedures.]***

Should a parent choose to keep a student out of school for reasons other than illness or unique circumstances, teachers may choose not to prepare lessons prior to the student's departure but rather give the missed work to the student after their return. If student needs assistance after returning, as always, teachers are available after school for extra help (*not individual tutoring*). It will be the responsibility of the student and the parent to identify work that may be missed. While teachers will provide the normal range of assistance, it is the student's responsibility for making up that work.

**Student's Responsibilities**

It is each student's responsibility to be aware of his/her attendance status in class, to make responsible decisions about attending all classes on a regular basis, and to miss no more than five (5) classes during a quarter *for courses that meet daily and three (3) classes during a quarter for courses that do not meet daily*. The student should monitor his/her own attendance and speak with his/her teachers if he/she has any questions about attendance records. It is the student's responsibility to obtain and make-up class work missed due to absences. Class cuts will count as two unexcused absences.

**Excused Absences**

The following absences are considered excused and do not count towards the maximum *five/three (5/or 3)* allowed absences, however some absences require documentation that must be provided within five school days and missed work must be made up. Work missed due to absence must be made up within a time frame equal to the student's absence(s). Examples include:

- Religious Holidays
- Mandatory court visits - Court documents is required.
- Testing (Special education, etc.)
- Field Trips/School-sponsored-events
- Extended illness (4 or more consecutive) - Doctor/Nurse practitioner note is required.
- Family funeral/emergencies - Parent note required
- Health professional visits - Doctor/Nurse practitioner note is required.

**Consequences of Exceeding the Absence Limit**

If a student exceeds five unexcused absences in a term, the student will receive an N grade in that particular course. An **"NG"** reflects an academic grade of 59% due to a lack of attendance. Students who receive an **"NG"** for any term, (except term 4), will be given the opportunity to replace the **"NG"** with his/her earned grade. The policy and procedures are detailed below.

**Semester Courses**

A student with six (6) or more unexcused absences in the first quarter of a semester course (half year) *that meets daily*, will receive an **"NG"** for a grade. A student with three (3) or more unexcused absences in the first quarter of a semester course (half year) *that does not meet daily*, will receive an **"NG"** for a grade. As a result, the original grade earned (60% or higher) is replaced with a 59%. The comment of **"Failure due to attendance"** will

be noted on the student's report card. Grades earned below 59% will not be replaced with an "NG" but will be recorded according to what the student has earned.

#### **Grade Buyback**

A student who earns an "NG" in the first quarter can pass a semester course if he/she meets the attendance expectations in the following quarter and has no discipline concerns. If the student meets the discipline and attendance expectations in the following quarter, his/her grade of "NG" (59) will be replaced by the original grade earned by the student. Both earned grades are then calculated to determine a final grade. If a student does not meet the attendance expectation in the second quarter, the grade of "NG" (59) is not replaced and is used to determine a final grade for the course.

#### **Full-year Courses**

A student with six (6) unexcused absences in a single quarter of year-long course will receive an "NG" for a grade. As a result, the original grade earned (60% or higher) is replaced with a 59%. The comment of "**Failure due to attendance**" will be noted on the student's report card. Grades earned below 59% will not be replaced with an "NG" but will be recorded according to what the student has earned.

#### **Grade Buyback**

A student who earns an "NG" for a single quarter in a year-long course can pass for the quarter if he/she meets the discipline and attendance expectations in the following quarter. The "NG" is then replaced by the original grade earned by the student and used when calculating the final grade for the course.

#### **Seniors**

Seniors who have five (5) or more undocumented excused/unexcused absences during term four (4) in a given subject will receive a 59% for that quarter even if the their earned grade is 60% or higher. The comment "**Failure due to attendance**" will be noted on the report card.