

GADSDEN INDEPENDENT SCHOOL DISTRICT**High School Campus:** _____**General Guidelines: Loss of Credit/Attendance Contracts****School Year 20____ - 20____**

The following are guidelines/procedures for addressing a student's pending Loss of Credit due to excessive absences, and Attendance Contracts. This information should be explained to parents and students who are at risk of losing credit due to excessive absences (17 or more for year-long courses), whether excused or unexcused.

1. The Attendance Office will send home, via US mail or with the student, a Loss of Credit Notice Letter, with an Attendance Report attached, stating that the student is at risk of losing credit due to excessive absences. Students are to sign and return the Loss of Credit Notice Letter to acknowledge receipt.
2. The Attendance Report attached to the letter will highlight the class periods wherein the student has a passing grade but credit may be lost due to excessive absences, excused or unexcused. Class periods wherein the student has a failing grade do not qualify for credit recovery options.
3. In the Loss of Credit Notice Letter, parents are urged to call the Attendance Office and set up an appointment with an administrator to discuss the pending loss of credit, and options available to avoid the loss of credit.
 - A. Students who have between 12 and 16 absences in a class, excused or unexcused, and are passing the class, must agree, via an Attendance Contract, that, for a period of nine (9) weeks, the student will not accumulate more than five (5) additional absences as a condition for not losing credit in that class.
 - B. For each absence that exceeds 17 in a year-long course or class in which a student has a passing grade, the student shall make up 30 minutes in afterschool tutoring, Saturday School, or as otherwise determined by school administration. Example: A student has missed a total of 20 days in each of two classes in which he or she has a passing grade, and has missed a total of 25 in each of three other classes in which he or she has a passing grade. The student therefore has a total of 30 absences exceeding 17 across these five classes. Result: The student must make up 15 hours to avoid losing credit in the five classes (30 absences @30 minutes = 15 hours).
 - C. The terms of the Attendance Contract must be completed before end of the semester immediately following the semester wherein credit was at risk for being lost, or the student will have to repeat the class. In all cases, make-up hours must be completed

prior to the end of the current academic school year (June 30), and may not be carried forward to the next academic year.

4. Students may make up hours by attending after-school tutoring sessions, offered Monday through Thursdays in increments of not less than one (1) hour. Students may also make up hours in summer school. Sign-in sheets are kept by the respective tutoring or summer school teachers. The student is responsible for signing in and out for each session and keeping track of the make-up hours accumulated on a copy of his or her Attendance Contract.
5. Parents or students who wish to challenge the terms of an Attendance Contract and/or pending loss of credit, a will be provided with an Absence Review Conference/Agreement form to complete and an appointment with the Campus Attendance Committee which consists of a counselor, an administrator and one or more teachers.