

Avondale High School Attendance and Credit Review Policy

This policy ensures that students remain engaged in their learning and reinforces the value of daily attendance. While time in a seat does not equate to learning, ongoing absences hinder access to instruction, collaboration, and feedback which are all critical for academic success. This policy balances the need for flexibility with the expectation that students must demonstrate accountability for learning.

Attendance Threshold for Credit Review

- Any student who accumulates **10 or more absences** (excused or unexcused) in a single class during a semester will be placed on **Attendance Contract** for that course.
- When students accumulate **five absences** in a single class during a semester, the student and parent/guardian will receive a reminder communication regarding attendance expectations.
- Upon reaching the 10th absence, the student and parent/guardian will be notified and sent the contract. This contract will need to be signed and returned to the appropriate Assistant Principal.

Loss of Credit and Grade Designation

- Students who fail the course outright or who violate the contract will receive an **“E” (fail)**.
- If the student does **not meet the terms** of the Attendance Contract, they will not be able to receive a grade for the course.
- Students that **do not** meet the terms of the **Attendance Contract** will be able to achieve credit for the class and a resulting mark of a “G” (receive credit) on the transcript through the following:
 - Students must successfully complete the designated comprehensive **Content Mastery Assessment** for the specific course, which is aligned with the course standards.
 - A score of **3 or higher** is required to demonstrate sufficient understanding.

Non-Exempt Absences

The following absences **do** count toward the 10-day threshold:

- Excused absence - any absence where a parent/guardian calls in within 24 hours to state why their student is not attending school that full day or portion of the day. This would include being sick, appointments, personal travel, etc.
- Unexcused absence - any absence that a parent/guardian does not call in within 24 hours.

Exempt Absences

The following absences do **not** count toward the 10-day threshold:

- School-sponsored activities, religious holidays, suspension from school, documented chronic or serious illness, documented bereavement, documented court appearances, other documented circumstances **approved** by administration.

ATTENDANCE CONTRACT

Student Name: _____

Course/Teacher: _____

Date of 10th Absence: _____

Semester: ☐ Fall ☐ Spring

Conditions to Maintain Credit Eligibility

I understand that I have exceeded the allowed number of non-exempt absences and am at risk of losing credit for this course. To remain eligible for credit/grade, I agree to the following expectations (parent/guardian and student need to initial before each line):

Continuous Attendance

- ____ ____ I will not have any additional unexcused absences or tardies in this class for the remainder of the semester.
- ____ ____ I understand that all future non-exempt absences must be excused within 24 hours and must be infrequent and occasional. I also understand that repeated or sustained absences will violate this contract or will require a doctor's note.

Positive Conduct

- ____ ____ I will maintain appropriate behavior in class and throughout the school day.
- ____ ____ I will not receive any additional behavior referrals or suspensions for the remainder of the semester.

Commitment to Course Engagement

- ____ ____ I will attend class consistently, participate actively in class activities, and complete all assignments and assessments on time.
- ____ ____ I understand that continued engagement is necessary to demonstrate my commitment to learning.

Student Reflection

- ____ ____ I will write a brief reflection explaining what led to my excessive absences, how those absences have affected my learning, and what steps I will take to improve moving forward.
- ____ ____ I understand this reflection will be reviewed by an administrator as part of the contract process.

We recommend that you schedule a meeting with your administrator to discuss any ongoing attendance issues.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Administrator Signature: _____ Date: _____