

Attendance and Credit Accumulation - 5113(A)

This policy is established to emphasize the importance of regular attendance at Great Oaks Charter High School in fostering a positive learning environment and to ensure that students have a fair opportunity to accumulate credits toward their academic progress. Additionally, it includes an appeals process to provide students and their parents or guardians with a means to address attendance concerns.

Parent(s) - Refers to any adult, 18 years or older, with guardianship of a student currently enrolled at Great Oaks Charter School.

Student(s) - Any member of the school community enrolled in courses at Great Oaks Charter School.

Credit - Units based on the passing of a course with a 65 or higher, and a seat time accumulation of approximately 7600 minutes. Awarded in increments of .25, .5, and 1.0 towards the State Requirement of 25 credits for graduation.

1. Attendance Requirement for Credit Accumulation

- Students are required to attend at least 90% of scheduled class sessions to accumulate credits for a course. Students missing more than 9 class sessions for a semester course, or 18 sessions in a full-year course, are in jeopardy of losing credit for the course, regardless of grade.
- The specific attendance required for credit accumulation will be communicated at the beginning of each academic year and again during progress report and report card distribution.

1A. Assignment of Responsibility

The school is responsible for notifying parents of each of the following through written communication when:

- When a student has 4 unexcused absences in a month
- When a student has 10 unexcused absences in a year
- When a student has 3 absences in a semester from school
- When a student has 6 absences in a semester from school
- When a student has 8 absences in a semester from school

- When a student has 3 unexcused absences in a specific class for a semester but are in attendance at school
- When a student has 6 unexcused absences in a specific class for a semester but are in attendance at school
- When a student has 8 unexcused absences in a specific class for a semester but are in attendance at school

Parents and students are responsible for ensuring the following:

- An accurate email address is in PowerSchool to receive written communication
- An accurate mailing address is in PowerSchool to receive written communication
 - If a parent is unaware of how to access PowerSchool, it is recommended that parents attend the Great Oaks Education Technology Forum for Parents each September; review the video and written steps on the Great Oaks website (gobpt.org); request assistance through the Great Oaks App (Apple and Android), or visit or contact the school during operating hours to make changes to PowerSchool.
- Parents are encouraged to check student's attendance on a regular basis to ensure school and class attendance.

2. Credit Accumulation Process:

- Attendance records will be monitored regularly, and students falling below the 90% attendance threshold may be at risk of not accumulating credits for the course.
- Before the removal of credit, the school is required to notify the parents of the student, in writing, that the student is in jeopardy of losing credit for the course.
- Administration will take into consideration the reasons for student absences consistent with excused absences, 504 plans, or Individualized Education Plans that may impact attendance requirements.
- Evidence of parent notification will be kept in the student's cumulative file for inspection during an appeal's process.

3. Attendance Impact on Grading:

- Attendance is a State mandated factor for credit accumulation, it will not be directly factored into the overall academic grade for a course.
- Academic performance will be assessed based on exams, assignments, and other relevant assessments. Students may lose credit for assignments if a required component of that assignment involves class participation, presentation, or discussion.

4. Intervention and Support:

- Students with attendance challenges will be provided with support and intervention strategies to help improve attendance as guided by the Attendance Team.
- Parent-teacher conferences and counseling services may be utilized to address underlying issues affecting attendance.
- As required under State Law, students with 4 unexcused absences in a month, or 10 or more unexcused absences in a year will be scheduled for an attendance meeting.

5. Passing a course with no credit earned

Students who pass a course but do not earn credit due to attendance requirements will be provided with the following opportunities:

- Participation in attendance interventions and support to restore positive attendance habits will be used to restore credit. Failure to participate in interventions and support will not be used as a determination in the removal of credit.
- A retake of the class during summer school or alternative learning opportunities (if available) during after school hours for the required time.
- An alternative course during the school year that aligns with the required credit accumulation for the class lost if alternative courses are allowed under State Guidelines and offered by the school. This may be done through electives or other credit recovery opportunities.
- When appropriate, the assignment of alternative learning courses with time requirements after-school.

6. Appeals Process:

Parents or students 18 years of age or older are eligible to appeal credit loss when credit is removed from a course based on attendance.

- Appeals may be submitted based on extenuating circumstances that impacted a student's ability to attend classes.
- Examples of valid grounds for appeal may include but are not limited to medical emergencies, family emergencies, or other compelling reasons.
- Initiating the Appeal:
 - Appeals must be submitted in writing to the school administration within 10 school days of receiving the notification regarding attendance concerns.
 - The appeal should include a detailed explanation of the circumstances leading to the attendance issues and any supporting documentation.
- Review Committee:
 - An Attendance Appeals Committee, composed of 3 members, will be formed to review the appeal.
 - The committee may include teachers, administrators, and a representative from the counseling department.
- Appeal Hearing:
 - The committee will schedule an appeal hearing within 15 school days of receiving the written appeal.
 - The student, parent, or guardian may present their case during the hearing and provide any additional documentation or witnesses supporting their appeal.
- Committee Decision:
 - The Attendance Appeals Committee will review the appeal and make a decision within 5 school days of the appeal hearing.
 - The decision will be communicated in writing to the student and their parent or guardian.
- Possible Outcomes:



- The committee may uphold the original decision, modify the decision, or overturn the decision based on the merits of the appeal.
- The decision of the committee is final.
- Communication of Decision:
 - The decision of the Attendance Appeals Committee will be communicated in writing to the student and their parent or guardian.
 - If the decision results in a modification of attendance records, the necessary adjustments will be made promptly.
- Confidentiality:
 - All information shared during the appeal process will be treated with confidentiality and used solely for the purpose of the appeal.
- Further Recourse:
 - In the event that the student or their parent or guardian disagrees with the decision of the Attendance Appeals Committee, they may seek further recourse through the Board of Directors of Great Oaks Charter School or their designee's appeals process.

7. Review and Revision:

- This policy, including the Appeals Process, will be reviewed periodically to ensure its effectiveness and may be revised based on the evolving needs of Great Oaks Charter School.