

## TELLURIDE MIDDLE/HIGH SCHOOL ATTENDANCE POLICY

### **Eighty-two Percent (82%) Attendance Requirement**

In order to receive credit for the term, 82% attendance is required in each assigned class. Classes missed due to school approved activities, e.g., field trips, performing groups, student government, etc., are excluded. Administrators are authorized to excuse additional absences for extended illness, injury or extenuating circumstances upon satisfactory verification. If a student is placed on Attendance Probation he/she may lose credit for that class. In such case, to receive credit, students are expected to make up missed work in a timely manner. Should a student accumulate 15 total absences in a semester class, credit may be withheld and student will be placed on attendance probation.

### **Attendance Probation**

Should a student accumulate 15 total absences, regardless of the reason, in a semester class, credit may be withheld and student will be placed on attendance probation. Students will be notified via letter or email on the 8<sup>th</sup> and 12<sup>th</sup> recorded absence prior to the student being placed on probation. If a student is placed on attendance probation due to excessive absences, notification via letter or email will be sent home, at the 15<sup>th</sup> absence, explaining the reason for being placed on attendance probation as well as the procedure to appeal for credit reinstatement. Students and parents must sign and return the appeal form. A parent conference may be required to develop a plan for a successful appeal. Students should continue to attend classes and complete assigned work. Attendance and grades will be considered in granting appeals. The Appeal Committee will make the final decision.

**Date Approved:** November 15, 2016

CROSS REFS: JH, Student Absences and Excuses