

K-12 Attendance Policy Bemidji Area Schools

Philosophy

Attendance is critical to student achievement. Classroom instruction **and participation are** essential parts of the learning process. Regular attendance in all classes is vital to insuring a quality learning experience for all students. **Regular attendance in all classes is vital to ensuring a quality learning experience for all students.** Regular class attendance instills self-discipline and exposes students to group interactions with teachers and peers. It enables students to hear and participate in class discussion and involves them in educational environments not available elsewhere. Make-up assignments can never fully replace the learning experience students miss when they are absent from class.

The federal **No Child Left Behind** legislation insists upon good attendance (90%) and holds public schools accountable for improving student attendance. Minnesota state law specifically outlines the expectation for students to attend school. State law also states that all students have a right to a free, public education.

Bemidji Area Schools takes on the responsibility of encouraging high rates of attendance in a user-friendly environment. The Bemidji School District recognizes that daily attendance and participation are strong indicators of student success and academic achievement. Frequent absences interfere with learning and leave students at high risk for educational failure. Attendance requirements at the various grade levels are a reflection of the age of the students and the needs of that educational environment. This attendance policy respects those requirements and needs.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrator. Attendance habits begin in the primary grades. Frequent absences interfere with the learning process and leave students at high risk for educational failure. Students at the elementary level have limited control over circumstances in the home that may prevent them from getting to school regularly and on time. It is the belief of the Bemidji Area Schools that the primary responsibility for student attendance at the elementary level falls on the parents/guardians.

Attendance Incentives

Each school is encouraged to develop an internal attendance incentive program. The program will include strategies for encouraging students to attend school regularly and reward those with good attendance records. The incentive program shall also include strategies to assist students who have attendance problems. The incentive programs will focus on students, but may also include parent or family rewards or incentives.

Minnesota Department of Children, Families and Learning Requirements

In accordance within the regulations of the **Minnesota Department of Education** and the **Minnesota Compulsory Instruction Law, M.S. 120.101**, the students of the school district are required to attend all assigned classes every day school is in session.

Truancy and Educational Neglect: Minnesota Compulsory Attendance Laws

According to Minnesota State Statute (260C.007, Subd. 19), "habitual truant" means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under section 120A.22, subdivision 8."

As per Minnesota Statute 260A.01., an elementary student is considered continuing truant when there have been three or more unexcused absences without a lawful excuse. Parents who do not send their children to school regularly may be charged with educational neglect. Educational neglect is legally defined as a parent's failure to ensure the child's regular attendance at school.

Roles And Responsibilities

This policy recognizes that class attendance is a joint responsibility to be shared by the student and the parent or guardian. Teachers and administrators have specific responsibilities to record and report attendance, to encourage good attendance, and to intervene when students are not attending.

I. Student Responsibilities

Elementary	Middle School	High School
<ol style="list-style-type: none">1. Students are to attend each class daily and arrive on time.2. Students and parent/guardian are asked to sign a verification form indicating the attendance policy has been read and understood.3. Students are responsible for completing make-up assignments, tests and quizzes within two school days for each day absent unless previous arrangements have been made with the classroom teacher.	<ol style="list-style-type: none">1. Students are to attend class daily and arrive on time.2. Students and parent/guardian are asked to sign a verification form indicating the attendance policy has been read and understood.3. Students are responsible for completing make-up assignments, tests and quizzes within two school days for each day absent unless previous arrangements have been made with the classroom teacher.	<ol style="list-style-type: none">1. Students are to attend class daily and arrive on time.2. Students and/or parents/guardians are asked to sign a verification form indicating they have read and they understand the attendance policy.3. Students are responsible for completing make-up assignments, tests and quizzes within two school days for each day absent, whether Excused or Unexcused, unless previous

<p>4. Students may not leave school grounds without permission for any reason. Permission may be granted to leave the building by the attendance office or the nurse's office.</p> <p>5. Student should remind the parent to contact attendance office prior to, the day of, or no later than 10:00 a.m. the day after the absence and when possible to schedule appointments during non-school hours.</p> <p>6. Student should follow admit slip procedures outlined in each building for absence and reporting late for class.</p>	<p>4. Students may not leave school grounds without permission for any reason. Permission may be granted to leave the building by the attendance office or the nurse's office.</p> <p>5. Student should remind the parent to contact attendance office prior to, the day of, or no later than 10:00 a.m. the day after the absence and when possible to schedule appointments during non-school hours.</p> <p>6. Student is to follow admit slip procedures outlined in each building for absence and reporting late for class.</p>	<p>arrangements have been made with the classroom teacher.</p> <p>4. Students may not leave school grounds without permission for any reason. The Attendance Office or the Health Office may grant permission to a student to leave the building. A Permit to Leave may be obtained from the Health Office or an Attendance Office.</p> <p>5. Students should remind their parents to contact the Attendance Office prior to, the day of, or no later than 10:00 a.m. the day after an absence and to schedule appointments during non-school hours.</p> <p>6. Students must get an Admit Slip from the Attendance Office any time they are more than five minutes late for class.</p>
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II. Parent/Guardian Responsibilities

Elementary	Middle School	High School
<p>1. Parents are expected to insure that their children attend school.</p> <p>2. Parents shall inform the school of absences prior to, the day of, or no later than 10:00 a.m. the day after the absence.</p> <p>3. Parents are asked to help their children complete their make-up work.</p> <p>4. Parents are asked to try to schedule student appointments outside the school day to</p>	<p>1. Parents are expected to insure that their children attend school.</p> <p>2. Parents are asked to inform the school of absences prior to, the day of, or no later than 10:00 a.m. the day after the absence.</p> <p>3. Parents are asked to try to schedule student appointments outside the school day to minimize the impact of his/her absence on attendance.</p>	<p>1. Parents are expected to ensure that their children attend school.</p> <p>2. In order to have an absence excused, parents must inform the school of absences prior to, the day of, or no later than 10:00 a.m. the day after the absence. Parents are asked to state a reason for the absence.</p> <p>3. Parents should schedule student appointments outside the school day.</p>

<p>minimize the impact of his/her absence on attendance.</p> <p>5. Parents are asked to notify the attendance office of an extended absence prior to the start of the absence.</p> <p>6. Parents are asked to contact the attendance office, counselor, social worker, advisor or teacher if there are any concerns about the student's attendance.</p>	<p>4. Parents are asked to notify the attendance office of an extended absence prior to the start of the absence.</p> <p>5. Parents are asked to contact the attendance office, counselor, social worker, advisor or teacher if there are any concerns about the student's attendance.</p> <p>6. Parents who suspect their child is not attending school should contact the school attendance office.</p>	<p>4. Parents are asked to notify the attendance office of an extended absence prior to or at the start of the absence and to make arrangements for the student to make up the work.</p> <p>5. Parents are asked to contact the attendance office, counselor, social worker, or teachers if there are any concerns about the student's attendance.</p> <p>6. Parents who suspect their child is not attending school should contact the school Attendance Office. Parents/guardians may call the Attendance Office and check on their child's attendance at any time during the school day.</p>
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III. Teacher/School Responsibilities

Elementary	Middle School	High School
<p>1. Teachers will take attendance daily, regularly and accurately.</p> <p>2. When a student is absent teachers will inform the student of the assignments they have missed and when they are due.</p> <p>3. Teachers will encourage students to attend school and will report frequent absences.</p> <p>4. Teachers are expected to communicate concerns</p>	<p>1. Teachers will take attendance daily, regularly and accurately.</p> <p>2. When a student is absent teachers will inform the student of the assignments they have missed and when they are due.</p> <p>3. Teachers will encourage students to attend school and will report frequent absences.</p> <p>4. Teachers are expected to communicate concerns</p>	<p>1. Teachers will take attendance daily, regularly, and accurately.</p> <p>2. When a student is absent, teachers will inform the student of the assignments they have missed and when they are due.</p> <p>3. Teachers will encourage students to attend school and will report frequent absences.</p> <p>4. Teachers must insist on an Admit to Class</p>

<p>about attendance to parents.</p> <ol style="list-style-type: none"> 5. Teachers will report discrepancies in the daily attendance to the attendance office. 6. Teachers should be familiar with all procedures governing attendance and to apply these procedures uniformly. 7. Teachers should have students and parents sign a verification form stating they have received, read and understand the attendance policy. 	<p>about attendance to parents.</p> <ol style="list-style-type: none"> 5. Teachers should report any discrepancies in the daily attendance to the attendance office. 6. Teachers should be familiar with all procedures governing attendance and to apply these procedures uniformly. 7. Teachers should have students and parents sign a verification form stating they have received, read and understand the attendance policy. 	<p>whenever a student comes to class more than 5 minutes late.</p> <ol style="list-style-type: none"> 5. Teachers are expected to communicate concerns about attendance to parents. 6. Teachers should report any discrepancies in the daily attendance to the attendance office. 7. Teachers must be familiar with all procedures governing attendance and to apply these procedures uniformly. 8. Teachers should have students sign a verification form stating they have received, read and understand the attendance policy. 9. Teachers are to mark students LATE (tardy) if they are not in the classroom when the tone sounds. Teachers must inform students when they have been marked tardy and must fill out a Tardy Slip to be given to the student with copies to file in the office and to be sent to the parent.
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IV. Administrator Responsibilities

Elementary	Middle School	High School
<ol style="list-style-type: none"> 1. Principals will inform students, teachers and parents/guardians of the attendance policy. 2. Principals will communicate and apply procedures developed to address attendance concerns. 	<ol style="list-style-type: none"> 1. Principals will inform students, teachers and parents/ guardians of the attendance policy. 2. Principals will communicate and apply procedures developed to address attendance concerns. 	<ol style="list-style-type: none"> 1. Principals will inform students, teachers and parents/guardians of the attendance policy. 2. Principals will communicate and apply procedures developed to address attendance concerns.

<p>3. Principals are expected to communicate with parents when student attendance becomes a concern and encourage parents to remediate any attendance problems.</p> <p>4. The principal will ensure that attendance of students will be monitored regularly. Parents or guardians will be contacted when attendance concerns (absences and tardies) are noted.</p> <p>5. Principals will plan interventions for students with excessive absences/tardies.</p> <p>10. Principals will hold teachers accountable for recording accurate attendance.</p>	<p>3. Principals are expected to communicate with parents when student attendance becomes a concern and encourage parents to remediate any attendance problems.</p> <p>4. The principal will ensure that attendance of students is monitored regularly. Parents or guardians will be contacted when attendance concerns (absences and tardies) are noted.</p> <p>5. Principals will plan interventions for students with excessive absences/tardies.</p> <p>6. Principals will hold teachers accountable for recording accurate attendance.</p> <p>11. Principals will facilitate and participate in the appeals process.</p>	<p>3. Principals are expected to communicate with parents when student attendance becomes a concern and encourage parents to remediate any attendance problems.</p> <p>4. The principal will ensure that attendance of students will be monitored regularly. Parents or guardians will be contacted when attendance concerns (absences and tardies) arise.</p> <p>5. Principals will refer students with attendance problems to appropriate channels for interventions.</p> <p>6. Principals will hold teachers accountable for recording accurate attendance and for following procedures for reporting tardies.</p> <p>7. Principals will facilitate the appeals process.</p>
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PROCEDURES

Elementary School Procedures

Parents are to contact the attendance office prior to the absence, the day the absence occurs, or up until 10:00 a.m. the day following the absence. If parents do not contact the school within the time frame specified the absence will be unexcused. Family vacations require pre-notification; they are not excused if the school is not notified ahead of time.

Absences that exceed two days for head lice are unexcused; reentry is subject to a head check by the nurse or health assistant. Student attendance should be considered for review and possible intervention any time after a student is absent or tardy three or more school days (not consecutive, excused or unexcused). A weekly review meeting is recommended to identify attendance problems.

At the elementary level, a student will be counted absent for the morning if arriving more than 30 minutes after the school start time and absent for the afternoon if leaving school more than 60 minutes before school is dismissed. Classifications for “Excused” and “Unexcused” absences will exist for the purpose of

tracking truancies and for safety reasons. Excused absences will be any absence excused by the parent ahead of time, the day of the absence, or up until 10:00 the day following the absence. “Unexcused” absence will be any absence for which the parent does not contact the school within the designated time frame. Contact can be by phone or in the form of a note, however a contact by phone is preferred.

Numbers to Call

Central School	333-3220	Northern School	333-3260
JW Smith School	333-3290	Horace May School	333-3240
Lincoln School	333-3250	Solway School	467-3232

Middle School Procedures

Classifications for “Excused” and “Unexcused” absences will exist for the purpose of tracking truancies and for safety reasons. Excused absences will be any absence excused by the parent ahead of time, the day of the absence, or up until 10:00 the day following the absence. “Unexcused” absence will be any absence in which the parent does not contact the school within the designated time frame. Contact can be by phone or in the form of a note, however a phone call is preferred.

Number to Call

Middle School 333-3215

High School Procedures

Excused and Unexcused Absences

Classifications for “Excused” and “Unexcused” absences exist for the purpose of tracking truancies and for determining whether a student is eligible to appeal a loss of credit.

An Excused absence is any absence excused by the parent ahead of time, the day of the absence, or up until 10:00 a.m. the day following the absence.

Parents may not excuse a student to be on campus but not attend scheduled classes.

Parents may contact the Attendance Office by phone or in writing, although contact by phone is preferred. The Attendance Offices have 24-hour voice mail for parents’ convenience. Any absence not reported by 10:00 a.m. the day following the absence will be recorded as an Unexcused absence.

Number to call: 444-1600
Green Office / Gr. 9-12 / Last Name A – K, Ext. 3301
Blue Office / Gr. 9-12 / Last Name L-Z, Ext. 3303

Tardies

Teachers will mark students tardy if the student is not in the classroom at the sound of the tone. A student who is more than 5 minutes late to class will be counted absent and must obtain an Admit to Class from the Attendance Office before being admitted to class.

Three tardies in a class in a term count as one Unexcused absence toward Loss of Credit in that class. Every three additional tardies add up to count as additional Unexcused absences in the class.

Truancy

1. Absences not authorized by the parent or guardian of the student and/or by the school district will be termed Unexcused.
2. Failure of the student or parent or guardian to notify the Attendance Office no later than 10:00 a.m. the day following the absence will result in an Unexcused absence.
3. Students who are under the age of 16 may be referred to the truancy intervention program and/or to county social services for educational neglect.

Student Dismissal During the School Day

Before a student leaves the building during the school day, he/she must obtain a Permit to Leave from either the Attendance Office or the Health Office.

Students who leave school without permission are considered truant. The student must also check in with the Attendance Office when returning to school.

Attendance and Participation in Co-Curriculars

Co-curricular activities add to students' high school experience in many positive ways. Participation in co-curricular activities is encouraged. With such participation, however, come additional responsibilities, some of which are related to attendance:

1. A student may not participate in any activity or program on the day that a student has missed more than half of his/her classes without an excuse.
2. If a student is suspended from school or if the student is assigned to detention, he/she may not participate in any co-curricular program on that day.
3. Coaches and activity advisors are responsible for enforcing the attendance policy in regard to the activity they supervise.

4. Co-curricular activities are school-sponsored activities; therefore, classes missed due to the student's participation are not recorded as an absence toward loss of credit.

Loss of Credit at High School Level Due to Excessive Absences

At the high school level, eight absences in a one-term class or fifteen in a semester-long class will result in **Loss of Credit** for that class. **The combined total of Excused and Unexcused absences will accumulate toward the loss of credit.**

Upon reaching the eighth absence in a one-term class or the fifteenth absence in a semester class, the student will lose credit for the class regardless of whether the absences are Excused or Unexcused. The student's parent or guardian will be notified when a student about the loss of credit.

Appealing the Loss of Credit

If a student wishes to contest the loss of credit and be reinstated in the class, the student and/or the student's parents/guardians must request an appeal within five (5) school days immediately following notification of the student's loss of credit in the class. (See Appeal Process)

NOTIFICATION PROCEDURES FOR PARENTS AND GUARDIANS OF HIGH SCHOOL STUDENTS

To excuse a student for an absence, the student's parent or guardian must notify the Attendance Office with a phone call, in person or in writing, stating the reason for the absence. This notification must occur prior to the absence, the day of the absence, or before 10:00 a.m. the day after the absence in order to be Excused.

Make-up Work

Whether a high school student's absence is Excused or Unexcused, the student is required to make up all assignments as deemed appropriate. Students will be given two days for each day missed to make up the work.

Procedures for Communicating with Parents Regarding Excessive Absences and Possible Loss of Credit

1. The school will attempt to contact parents to report any Unexcused absences. Parents may call the attendance office at any time during the school day to inquire about their child's attendance.

2. At the fifth absence in a class, a letter of concern will be sent to the parent and the student's parent or guardian may be requested to attend a conference with the school administrator.
3. After a student's eighth absence in a one-term or the 15th absence in a semester-long class, the student will lose credit for the class. The student's parent or guardian will be notified.

Elementary Reporting and Interventions

<u>Reporting</u>	<u>First Intervention</u>	<u>Second Intervention</u>	<u>Third Intervention</u>	<u>Fourth Intervention</u>	<u>Fifth Intervention</u>
<p>Parents are to contact the attendance office prior to the absence, the day the absence occurs or up until 10:00 the day following the absence.</p> <p>If parents do not contact the school within the prescribed time frame the absence will be unexcused.</p> <p>Family vacations require pre-notification; they are counted as unexcused if the school is not notified ahead of time.</p> <p>Absences that exceed two days for head lice are unexcused; reentry is subject to a head check by the nurse or health assistant.</p>	<p>Student attendance concerns are reviewed at an attendance review meeting.</p> <p>A decision is made at the review meeting whether intervention is warranted.</p> <p>If intervention is warranted, the classroom teacher is to contact the parent; if there is no phone in the household, a personal letter will be sent.</p> <p>Review the student's attendance the following week.</p> <p>If improvement is made, no further interventions are necessary. Attendance will continue to be monitored.</p>	<p>Principal or designated person contacts the parent/guardian via phone or letter.</p> <p>Principal or designated person offers parents the opportunity to meet to discuss how to improve attendance.</p>	<p>Review team identifies services available to assist the family in improving the child's attendance.</p> <p>Review team arranges for a home visit with the family.</p> <p>Interventionist will conduct a home visit.</p>	<p>A second home visit will be conducted and a follow-up letter sent.</p>	<p>If no improvement is noted a referral will be made to Social Services.</p>

Middle School Reporting and Interventions

<u>Reporting</u>	<u>First Intervention</u>	<u>Second Intervention</u>	<u>Third Intervention</u>	<u>Fourth Intervention</u>	<u>Other</u>
<p>Absences will be recorded in the attendance office when a written note or phone call is received from the parent or guardian. Parents are to contact the attendance office prior to the absence, the day the absence occurs or up until 10:00 the day following the absence.</p> <p>The Attendance Review Committee (ARC) is made up of the principals, counselors, social worker, truancy intervention coordinator, etc.</p> <p>Extra curricular activities are not counted as absences.</p>	<p>Students who are absent are required to make up assignments or complete alternative assignments as determined by the classroom teacher.</p> <p>Students will be given one day for each day missed or as arranged through contract with the teacher to complete make-up assignments.</p> <p>A student's attendance concerns are reviewed at an attendance review meeting.</p> <p>An attendance printout will be sent to parents/guardians of students whose average daily attendance falls below 80 percent (5 or more absences) by mid-quarter.</p>	<p>Review unexcused absences of students who miss 20 percent or more days and/or students who are truant two or more times.</p> <p>The attendance monitor will contact students who miss additional days/ periods after the printout is sent home.</p>	<p>If there is no improvement in attendance, the case will be reviewed by the Attendance Review Committee (ARC) and one or more of the following will be implemented:</p> <ul style="list-style-type: none"> a. home visit or parent meeting b. students will be referred to the Truancy Intervention Program c. referral to social services for educational neglect 	<p>If there is no improvement in attendance after the third intervention has been made, a truancy petition will be filed.</p>	<p>All students shall be provided a copy of the attendance policy and procedures.</p> <p>When a student's average attendance falls below 80 percent, the parent will be notified by letter at mid-quarter or on the report card at the end of each quarter.</p>

High School Reporting and Interventions

<u>Reporting</u>	<u>First Intervention</u>	<u>Second Intervention</u>	<u>Third Intervention</u>	<u>Truancy</u>	<u>Other</u>
<p>Parents or guardians are asked to notify the attendance office of an absence prior to, the day of, or by 10:00 a.m. the day following an absence.</p> <p>An absence by a student that is not authorized by the parent or guardian and/or the school district will be termed unexcused.</p>	<p>Students who are absent are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.</p> <p>Students will be given two days for each day missed or as arranged through contract with the teacher to complete make-up assignments.</p>	<p>A letter of concern will be mailed to parents when five absences of any type have accumulated.</p>	<p>Students will lose credit for the course upon the accumulation of eight absences of any kind (with the exception of absences for school-related and extra-curricular activities).</p>	<p>Students under age 16 will be referred for the truancy intervention program and/or to county social services for educational neglect when the student has accumulated seven or more unexcused absences.</p>	<p>The attendance office will notify parents via a phone call when there is an absence.</p> <p>Students leaving during the school day: A Permit to Leave must be obtained from the Attendance Office or Nurse's Office by any student leaving school during the school day before leaving the building. The student must check in with the Attendance Office when returning to school.</p> <p>The student's parent or guardian must notify the Attendance Office with a phone call, in person or in writing, stating the reason for the absence.</p>

APPEAL PROCESS

Families may appeal decisions made in regard to the provisions of the ISD #31 attendance policy. The following procedures have been set forth.

Middle School

1. Within five school days after the eighth absence, a student and parent or guardian may request an appeal by the Attendance Review Committee. The request may be in writing, in person, or by a phone call to the school administrator. The Attendance Review Committee may consist of: counselor, social worker and/or Indian Education liaison, and at least one of the student's classroom teachers. A request for review of absences in a timely manner may be made in writing, in person, or by phone call to the school administrator.
2. At the appeal, the administrator's role will be to present the information and reasons for the prior decision to the ARC. The Attendance Review Committee (ARC) shall hear all appeals.
3. A parent or guardian and the affected student should appear in person at the appeal.
4. Upon recommendation of the review committee or administrator, the school administrator will notify the student and parent within three school days of the decision of the appeal.
5. After the appeal, the student will be expected to attend all scheduled classes. The parents/guardians may call the attendance office and check on their child's attendance.

Elementary Appeal Process

Parents may appeal the interventions by requesting a conference with the school principal and the school attendance monitor.

High School

A student may appeal to be reinstated in a class once he/she has lost credit due to absences if no more than three of the absences contributing to the Loss of Credit are Unexcused. Students with four Unexcused absences in a class in which they have lost credit are ineligible to appeal.

Appeal Procedures

1. Within five school days after the absence that put the student at a Loss of Credit in a class, a student and/or parent/guardian may request an appeal by the Attendance Review Committee. The request may be in writing, in person, or by a phone call to the Attendance Office.
2. Before an appeal hearing is scheduled, the student must present, in writing, reasons why he/she should be granted an appeal hearing. Those reasons must include the extenuating circumstances that would be considered at an appeal hearing.
3. If the student is granted an appeal hearing, **the student will remain in his/her class(es) until the appeal is heard.** The student is expected to attend all scheduled classes while waiting for the appeal.
4. At the appeal hearing, a student must account for **all of the absences** in the class for which he/she has lost credit. The student may present whatever pertinent information he/she feels is relevant to his/her attendance.
5. The student must appear in person at the appeal. A parent or guardian may be present. Failure of the student to attend the appeal hearing will result in no further consideration for reinstatement in the class in which he/she has lost credit. Credit will be denied, and the student will be withdrawn from the class.

6. The student's appeal will be heard by two administrators.
7. A school administrator will notify the student within one school day of the decision of the appeal.

REINSTATEMENT OR LOSS OF CREDIT

Loss of Credit Verified Through Appeal

1. High school students who lose credit in a class will be assigned to a study hall the remainder of the term, or, with the teacher's permission, may remain in the class on an "audit" basis.
2. When a student loses credit in a class, a "W" for "Withdrawal" will be recorded on the student's transcript if the student was passing the class at the time of the withdrawal. If the student was failing the course at the time of the loss of credit, a "WF" for "Withdrawal/Fail" will be recorded on the student's transcript.

Reinstatement to Class after the Appeal

If the student is reinstated in the class, the student will remain in class and is expected to have no further absences in that class.

***Family Vacations**

In order for the absences from family vacations to be appealed, families must have notified the school prior to the family vacation, must have made arrangements with each teacher to make up the work, and the student must have made reasonable progress toward making up that work by the time of the appeal.

***Extended Illnesses**

After a Loss of Credit due to extended illness or injury, a student may be reinstated to a class without a hearing by a principal if the student can supply a doctor's verification for all of the days missed.