

# IKAD-AR Grade Reduction/Credit Denial

LINCOLN COUNTY SCHOOL  
DISTRICT

Code: **IKAD-AR**  
Adopted: 5/28/96  
Revised/Readopted: 7/9/02  
Orig. Code(s): R/R5105

## Grade Reduction/Credit Denial

Regular attendance is valuable in school and work. If a student does not attend regularly as defined by Board policy, there may be a denial of credit or grade reduction. If attendance is a factor, prior to grade reduction or credit denial, the following shall occur:

1. The teacher must:
  - a. Provide written description identifying how attendance and class participation is related to instructional goals;
  - b. Give notice to student(s) and parent(s) concerning grading criteria;
  - c. Provide makeup opportunities for excused absences;
  - d. Give notice to student(s) and parent(s) when poor attendance is affecting academic progress
2. The teacher may (with administrative approval and parent notification):
  - a. Develop grading standards that emphasize class participation as part of the grade. However, participation points may not be awarded based on attendance only. There must be a participation criteria and makeup opportunities provided for excused absences;
  - b. Develop grading standards that include regular attendance;
  - c. Deny makeup opportunities for unexcused absences and truancy, other than suspension.
3. The teacher may not:
  - a. Reduce grades or deny credit solely on attendance;
  - b. Reduce grades or deny credit for absences due to religious reasons, a student's identified disability or excused absences as defined by 7. below.
4. The student must:
  - a. Initiate contact with the teacher to arrange for makeup work for absences;
  - b. Make arrangements with the teacher to complete work missed because of pre-arranged absences.
5. The parent must:
  - a. Contact the school to request an excused absence when the student is unable to attend school due to circumstances described in 7.a. below;
  - b. Contact the school to prearrange an absence.
6. The school must:
  - a. Provide notice of student absences to parents
  - b. Provide due process when considering grade reduction or credit denial.
7. The school may:
  - a. Excuse students for:
    1. Illness/Injury;
    2. Educational/Occupational interviews;
    3. Illness of student or immediate family member;
    4. Family emergency/travel
    5. Bereavement
    6. Religious instruction/service
    7. Legal or court appointments
    8. Medical/Dental appointments
    9. Activities as required by the school
    10. Activity was approved by the principal
  - b. Establish stricter criteria for members of student organizations or participants in school activities;
  - c. Excuse students on a limited basis from a particular preplanned classroom activity

- or from selected portions of the established curriculum when requested for personal, religious or ethnic consideration;
  - d. Develop and implement regulations for truancy and unexcused absences;
  - e. Develop and implement tardy regulations;
  - f. Remove students from classes for disciplinary reasons
  - g. Transfer students from traditional to alternative programs based on irregular attendance.
8. The school may not
- a. Lower or deny grades solely on the basis of attendance;
  - b. Deny admission except per Board policy;
  - c. Remove students from class with loss of credit solely for irregular attendance
9. Due Process/Appeals
- a. Procedures/Guidelines for due process to student(s) when appealing grade reduction or credit denial for attendance will be established at the school with notification to student(s)/parent(s).
  - b. Procedures/Guidelines must include but are not limited to:
    - 1. Identified responsibilities of student, parent, teacher and administration;
    - 2. Steps of parent notification identified in building guidelines
  - c. The school will establish an attendance appeals committee and process for students who have accumulated more than the allowed absences where grade reduction or credit denial becomes a factor.
    - 1. A committee of three will review the attendance appeals of students who have exceeded the number of allowed absences.
    - 2. The three members are from a pool of six-nine staff members, one of whom serves as the chair.
    - 3. Schedule and timelines for appeal hearings will be established and published in school procedures/guidelines.