

ATTENDANCE  
ATTENDANCE FOR CREDIT

FEC  
(REGULATION)

~~ATTENDANCE REVIEW  
COMMITTEE(S)~~

~~Each campus will have one or more attendance review committees that will function as necessary for the efficient implementation of Texas Education Code Section 25.092. Classroom teachers will comprise a majority of the membership.~~

~~The attendance review committee(s) will meet a minimum of once each grading period. It is recommended that the attendance review committee(s) meet twice or more if needed.~~

NOTICE OF  
POSSIBLE LOSS OF  
CREDIT/FINAL  
GRADE

THE NOTICE THE STUDENT AND PARENT SHALL BE GIVEN PRIOR TO SUCH TIME THAT A STUDENT'S ATTENDANCE DROPS BELOW 90 PERCENT OF THE DAYS A CLASS IS OFFERED IS FEC (EXHIBIT A).

NOTICE OF LOSS  
OF CREDIT/FINAL  
GRADE

THE NOTICE THE STUDENT AND PARENT SHALL BE GIVEN AT SUCH TIME THAT A STUDENT'S ATTENDANCE DROPS BELOW 90 PERCENT OF THE DAYS A CLASS IS OFFERED IS FEC (EXHIBIT B).

REGAINING LOST  
CREDIT

~~If the principal or designee determines that the student's absences exceed the limit listed in FEC(LOCAL), the principal or designee will notify the student's parent, guardian, or the student if an adult in writing that credit/promotional status for the course grade level is denied because the student is lacking attendance of at least 90 percent of the days the class is offered. The letter will state that within five days the student's parent, guardian, or the adult student may petition the attendance review committee(s) for a hearing to reinstate credit/promotional status lost as a result of noncompliance. The letter will also state that the parent, guardian, or adult student may be represented at the hearing and may make an oral presentation and present documentation concerning any absence for the period of time under consideration.~~

PRINCIPAL'S  
PLAN

DOCUMENTA-  
TION OF PLAN

WHEN A PRINCIPAL'S PLAN IS USED UNDER FEC (LEGAL) AND (LOCAL) TO REGAIN LOST CREDIT THE PLAN SHALL BE DOCUMENTED BY COMPLETION OF FEC (EXHIBIT C).

EARLY IN-  
TERVENTION  
TEAM (EIT)

THE PRINCIPAL SHALL DESIGNATE AN EARLY INTERVENTION TEAM (EIT) TO ASSIST IN DEVELOPING A PRINCIPAL'S PLAN.

ACCEPTABLE  
CONDITIONS  
FOR AWARD-  
ING CREDIT  
OR FINAL  
GRADE

THE PRINCIPAL MAY IMPOSE CONDITIONS FOR STUDENTS WITH EXCESSIVE ABSENCES TO REGAIN CREDIT OR BE AWARDED A FINAL GRADE THAT PROVIDE FOR THE STUDENT TO MEET THE INSTRUCTIONAL REQUIREMENTS OF THE CLASS INCLUDING:

1. COMPLETING ADDITIONAL ASSIGNMENTS, AS SPECIFIED BY THE PRINCIPAL OR TEACHER;

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2. **ATTENDING TUTORIAL SESSIONS AS SCHEDULED, WHICH MAY INCLUDE SATURDAY CLASSES OR BEFORE- AND AFTER-SCHOOL PROGRAMS;**
3. **MAINTAINING THE ATTENDANCE STANDARDS FOR THE REST OF THE SEMESTER;**
4. **TAKING AN EXAMINATION TO EARN CREDIT [SEE EHDB];**
5. **ATTENDING A FLEXIBLE SCHOOL DAY PROGRAM; AND**
6. **ATTENDING SUMMER SCHOOL.**

**IN ALL CASES, THE STUDENT MUST ALSO EARN A PASSING GRADE IN ORDER TO RECEIVE CREDIT OR FINAL GRADE.**

**UNAC-  
CEPTABLE  
CONDITIONS  
FOR AWARD-  
ING CREDIT  
OR FINAL  
GRADE**

**UNACCEPTABLE CONDITIONS FOR AWARDED CREDIT OR FINAL GRADE ARE ACTIVITIES THAT DO NOT PROVIDE FOR THE STUDENT TO MEET THE INSTRUCTIONAL REQUIREMENTS OF THE CLASS.**

**EXAMPLES OF UNACCEPTABLE CONDITIONS INCLUDE, BUT ARE NOT LIMITED TO, BUSY WORK, TUTORIALS THAT ARE NOT ACADEMICALLY NECESSARY BECAUSE THE STUDENT HAS DEMONSTRATED AN UNDERSTANDING OF THE CONTENT, STUDY HALL WITH NO EVIDENCE OF STUDENT WORK, OFFICE DUTIES, CLUB MEMBERSHIP, ATTENDING EXTRA CURRICULAR FUNCTIONS, AND STUDENTS OR PARENTS VOLUNTEERING AT A SCHOOL FUNCTION.**

**EARLY INTER-  
VENTION TEAM  
(EIT)**

**THE EIT SHALL BE COMPRISED OF THREE OR MORE OF THE FOLLOWING AT THE PRINCIPAL'S DISCRETION: AN ASSISTANT PRINCIPAL, TEACHER(S), COUNSELOR, AT-RISK COORDINATOR, OR ALPHA TEAM MEMBER.**

**COMPOSI-  
TION**

**DUTIES**

**THE EIT SHALL DEVELOP A PLAN FEC (EXHIBIT C) TO BE APPROVED BY THE PRINCIPAL FOR THE STUDENT TO COMPLETE IN ORDER TO PREVENT LOSS OF CREDIT OR FINAL GRADE, MONITOR STUDENT PROGRESS IN COMPLETION OF THE PLAN, AND REPORT TO THE PRINCIPAL ON THE STUDENT'S PROGRESS. THE EIT MAY SUPPORT THE ATTENDANCE REVIEW COMMITTEE BY RESEARCHING THE ASSIGNMENTS MISSED BY THE STUDENT.**

**ATTENDANCE  
REVIEW  
COMMITTEE(S)  
DETERMINATI  
ON**

**The attendance review committee(s) must make one of the following determinations, documenting its decision in writing [SEE FEC (EXHIBIT D)]:**

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**DETERMINA-  
TION AND  
DOCUMENTA-  
TION**

1. Reinstate credit/~~promotional status~~ **OR FINAL GRADE** lost for any one or all courses for which credit/~~promotional status~~ **OR FINAL GRADE** was denied.
2. Assign alternate learning activities, which the student must successfully complete in a timely manner. Upon completion of the alternate learning activities, the attendance review committee(s) will make a final determination to reinstate credit/~~promotional status~~ **OR FINAL GRADE** or uphold the denial of credit/~~promotional status~~ **OR FINAL GRADE** for any course or courses for which alternate learning activities were assigned.
3. Uphold the denial of credit/~~promotional status~~ **OR FINAL GRADE** for any course or courses for which credit/~~promotional status~~ **OR FINAL GRADE** was denied.

~~APPEAL BY  
STUDENT OR  
PARENT~~

~~A parent or student may appeal the decision of the attendance review committee(s) in accordance with FNG(LOCAL), beginning at Level Three.~~

~~ALTERNATE LEARNING  
ACTIVITIES~~

~~Students assigned alternative learning activities as part of the process to regain denied credit/promotional status may be required to successfully and timely complete any of the activities listed:~~

- ~~1. Nonschool hours tutorial.~~
- ~~2. Additional assignments.~~
- ~~3. Independent study.~~
- ~~4. Student contracts.~~
- ~~5. Computer assisted instruction.~~
- ~~6. Summer school.~~
- ~~7. Activities deemed appropriate by the attendance review committee(s).~~

~~The principal or designee will coordinate the student's alternative learning activities with identified staff.~~

~~EXCUSED TARDIES~~

~~An excused tardy is one that is justified by authorized school personnel.~~

~~UNEXCUSED TARDIES~~

~~A tardy will be unexcused if the student is not inside the room or at the area designated for class when the tardy bell rings unless he or she has an authorized excuse.~~