

Policy Proposal: Attendance Requirement for Class Completion

Policy Title: Attendance Requirement for Successful Course Completion

Purpose:

This policy establishes a minimum attendance requirement for students to complete and receive a final grade for a course. It also outlines an appeal process for students who do not meet the attendance requirement due to extraordinary circumstances.

Policy Statement:

In order to support academic success and ensure that students are present to receive instruction, the district establishes the following attendance requirement:

- **Minimum Attendance Requirement:** Students must attend at least 85% of class sessions to complete the course and receive the grade earned based on their academic performance. 85% attendance allows for approximately 26 days of missed student attendance.
 - **Consequence of Non-Compliance:**
If a student fails to meet the 85% attendance requirement, they will receive an "Incomplete" (I) on their transcript for that course. The incomplete grade may be addressed through additional coursework, make-up work, or other requirements as determined by the school principal or Chief Academic Officer.
 - **Exceptions:**
Exceptions to the 85% attendance requirement may be made for students facing extraordinary circumstances (such as prolonged illness, family emergencies, etc.). These exceptions will be determined at the discretion of the school principal, in consultation with the attendance committee if necessary. The Chief Academic Officer will approve final decision on exceptions.
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Appeal Process:

1. **Initial Appeal Submission:**
Students (or their parents/guardians) who receive an incomplete due to attendance issues at the end of the semester may submit a written appeal within 10 school days of the final course grading period. The appeal must be submitted to the school principal, outlining the reasons for the absences and providing any relevant documentation (e.g., medical notes).
2. **Attendance Committee Review:**
The appeal will be reviewed by the school's Attendance Committee, consisting of the school principal, teachers, and assigned attendance staff. The

committee will review the student's attendance record, performance, and the reasons for the absences.

3. **Outcome Determination:**

The Attendance Committee will decide whether to uphold the incomplete grade or make an exception and allow the student to complete the course with their earned grade. The committee's decision will be communicated in writing within 3 school days of the appeal submission.

4. **Final Decision:**

If the student or family disagrees with the committee's decision, they may appeal to the Executive Director or designee. The final review from the Executive Director, and their decision will be binding.

Implementation:

This policy will take effect at the beginning of the next academic semester. The school principal will be responsible for communicating the attendance requirements and appeal process to staff, students and families at the start of each term.

The school will adopt a procedure that seeks to prevent and encourage academic intervention for academically at-risk students of the policy. The Principal and Academic Committee will establish protocols and procedures to identify and assist students to improve their attendance.

Motion for Adoption:

Move that the Board of Education adopt the proposed DeLaSalle Attendance Requirement for Class Completion policy, which mandates that students must achieve a minimum of 85% attendance to complete a course with their earned grade. Students who fail to meet this attendance threshold will receive an incomplete, with exceptions made for extraordinary circumstances as determined by the school administration. The policy also establishes an appeal process that involves a review by the school's Attendance Committee, with the option for network-level appeal."