

ATTENDANCE REVIEW COMMITTEE

Students and their parents may appeal to the Attendance Review Committee to waive or reduce the make-up requirement for absences in excess of the eight allowed per class per semester. Reviews are reserved for uncontrollable attendance issues, i.e., physician-verifiable illness, bereavement, court appearances, verified emergencies, etc. The waiving of a student's attendance obligations through the attendance review process is infrequent. Official attendance review forms are obtained from and submitted to the Attendance Office or attendance Administrator Mr. Fields. Students may pick up the processed attendance review application from the Attendance Office a teacher or Mr. Fields, to learn if the absence was excused. A standing Appeals Committee will be established each semester consisting of an administrator, a guidance counselor, two-thirds classroom teachers and/or nurse. A student may file an attendance appeal form through the main VPO office upstairs and downstairs. A student may file an appeal under the following circumstances: To be considered, reviewed absences must meet the following criteria:

- Students are encouraged to file an appeal as soon as they have exceeded the maximum days allowed per semester and the student is aware of unusual circumstances that can be documented.
- The student remains in the class, completes all required course work with a passing grade, and wishes to apply for consideration only in regards to a change in his or her attendance pattern.
- Verification by a physician is required for absences due to illness, where absences are excessive.

The attendance review form must be fully completed. Attendance review forms must be submitted no later than ten days prior to the end of the semester (January 14, 2005) to allow a timely response. Reviews may be requested for absences that occur after that date, but these may not be considered until after the following semester ends and, if granted, it will be retroactive. The Absence Review Committee will not rule favorably on the following: verified truancies; leaving school without checking out properly; unverified illness where absence is excessive; educational leave taken without prior approval; or absences not excused with a note from parents at the time of the absence or within five (5) school days of the student's return to school.

The student will then be scheduled for a hearing with the Appeals Committee. The student may bring any representation s/he chooses.

A student who has exceeded the maximum number of allowed absences is encouraged to continue to attend class, perform well, and make-up missed work. A student's choices and behavior could impact the outcome of the appeal.

A student, parent, or guardian may appeal the loss of credit to the high school's Attendance Review Committee. The Attendance Committee will notify the parents, in writing, of its decision.

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