

LIBERTY HIGH SCHOOL

ATTENDANCE POLICY

ATTENDANCE:

If a student does not miss any school during each semester, they will be entered into the attendance reward program. If a student must miss class, parents/guardians are to call in excused absences within 24 hours of the student missing class to the attendance office at 623-773-6531.

Unverified absences will result in disciplinary actions to be determined by administration. If a student accumulates five (5) unverified or ten (10) total absences in a semester class, or three (3) unverified or five (5) total absences in a quarter class, the student will be placed on a no-credit status.

NO CREDIT STATUS:

The student is required to attend class, complete assignments, and take exams. Classroom behavior and attitude will be taken into consideration during the appeal. A progress grade will be kept while the student is on no-credit status. The progress reports and report cards during the semester will be marked with an "NC" until the appeal hearing.

APPEALS PROCESS:

Parent/Guardian will need to complete the **credit appeal form** and turn it in to Liberty High School attendance by the **date provided on the loss of credit notification form**. The attendance department will contact the parent/guardian to schedule a date/time with the Attendance Review Committee. Failure to turn in the credit appeal form by the due date will result in an automatic loss of credit.

The student is to attend the appeal hearing with at least one parent/guardian. The student will present the case and provide documentation to the committee which will be made up of an administrator, a counselor, and three teachers.

The student and parent/guardian will be **notified of the committee's decision within two business days of the appeal**. If the appeal is granted, the grade earned will be issued at the end of the course. If the appeal is not granted, an "NC" will be the final grade for the course, which may have to be repeated depending on the type of course and graduation requirements. However, if the final grade is a 59% or below, a grade of "F" will be posted to the transcript rather than the "NC".