

### No Credit Status

Any student who has accumulated 10 or more absences in your class (excused or unexcused) during the current school year will be placed on **No Credit Status** (AIS and OSS should not be included in this count). At the tenth absence, the teacher will issue the student a **No Credit Status** letter and discuss options of making up his/her time.

- Option #1- Student will stay after with designated teacher at the teacher's discretion/convenience.
- Option #2- Student will attend Extended Day
- Option #3- Student will attend Saturday School

#### One hour will equal a 90-minute class.

The teacher and student, together, create the plan for making up time. Teachers will keep a student log for each student that has missed 10 or more days. This form will be kept by the teacher until the end of the school year. All time must be documented and signed by the teacher working with the student.

Procedure depending on plan:

<b>Time to be made up with teacher (Option 1)</b>	<b>Teacher keeps a copy of plan and gives a copy of the letter to both the student and alpha AP secretary to mail out to parents. Teacher also calls parent to inform them of No Credit Status and plan to make up time.</b>
<b>Time to be made up in Extended Day (Option 2)</b>	<b>Teacher keeps a copy of plan and gives a copy of letter to Ms. Wiesner. Ms. Wiesner will meet with the student, schedule Extended Day, and contact the parents. Teacher will monitor Extended day attendance emails and log when their student made time up.</b>
<b>Time to be made up in Saturday School (Option 3)</b>	<b>Teacher keeps a copy of plan and gives a copy of letter to Mr. Petruzzi. Mr. Petruzzi will meet with the student, schedule Saturday School, and contact the parents. Teacher will monitor Saturday School attendance emails and log when their student made time up.</b>

Failure to make up the assigned time will result in failure of the course, therefore, affecting the student's ability to graduate on time. If necessary, teachers will manually override the student's earned grade to reflect failing status with a 59% until the time is made up. Students will have to make up time for every absence after the 9<sup>th</sup> one.