



Quarter Attendance, Credit, and Intervention Policy

Credit Eligibility

Students must attend a sufficient portion of the quarter to earn academic credit. If a student has not attended school for the majority of the quarter and only attends during the final week or two, credit cannot be awarded.

Credit eligibility will be determined based on the amount of coursework the student can reasonably complete within the time enrolled.

Guidelines:

- Less than 4 full weeks of attendance (in a 9-week quarter): The student is not eligible to receive credit for that course.
- At least 4 full weeks of attendance: The student may be considered for credit based on the completion of required work and demonstration of course objectives.

Action Steps for Attendance and Grading Challenges

1. Difficulty Getting Grades Mid-Quarter
 - If a student has been absent frequently and you are unable to gather enough grades for mid-quarter reporting, notify your leader immediately.
 - Collaborate to determine next steps and whether an attendance plan is needed.
2. Attendance Concerns
 - Discuss the issue with your leader.
 - Ensure the student is placed on an attendance plan.
 - Office Managers will check attendance every Monday and flag students for follow-up.
 - Attendance plans should be addressed with leaders and families promptly.
3. Behavioral Concerns Affecting Grades
 - Bring the concern to the MTSS (Multi-Tiered System of Supports) Team by mid-quarter.
 - The team should develop interventions and supports tailored to the student's needs.
 - Parents must be notified of the interventions and progress plan.

Purpose

This policy ensures fairness, accountability, and consistency in awarding credit, while also providing early intervention for students whose attendance or behavior affects their academic success.