

# JACKSON HIGH SCHOOL

## A+ Attendance Information

A+ participants are expected to attend school regularly. A+ participants must graduate with a minimum cumulative (grades 9-12) attendance rate of 95%. (An attendance rate of 94.9% **will NOT** be rounded up!)

Attendance is based upon Monday through Friday when school is in regular session. Only the days and times, which are calculated for Average Daily Attendance (ADA), will be used to determine the 95% attendance requirement. This includes attendance from any other school in which the student may transfer from and attendance before the student is admitted into the A+ Schools Program.

The high school attendance secretary will keep the official attendance record for each student enrolled at Jackson High School.

Parents/guardians and students will be provided information on the student's attendance at the end of each semester. However, it is the responsibility of each A+ participant to closely monitor his/her attendance.

The A+ attendance policy may provide relief in cases where the absence was beyond the control of the A+ participant.\* An ***Attendance Appeal Form*** must be filed in accordance with the established policy guidelines. Each A+ participant should read and understand the attendance policy. (See ***Attendance Appeal Guidelines*** below.)

Reason for Absence	Documentation Required
Hospitalization	Physician's letter
Chronic health problems (3 months or more)	Physician's letter
Court appearance	Court letter
Funeral	Obituary or memorial pamphlet List relation to student
Religious Holiday	Minister's letter
Personal/Family calamity	Parent or School Letter
Catastrophic Illness/Injury	Physician's Letter

\*Anytime an A+ student is absent for one of the reasons above, the student may bring the required documentation for his/her **A+ file** so if an attendance appeal needs to be made their senior year the documentation has already been gathered.

Attendance appeals will **NOT** be granted for the following:

### **Routine dentist/doctor's appointments**

Truancy

Suspension

Personal/Family vacation

Transportation (unless late bus)

A+ attendance requirements are not to be confused with the general attendance requirements as printed in the Jackson R-2 School District Discipline Policies.

### **Attendance Appeal Guidelines**

Students in the A+ Program may appeal to the A+ Schools Appeals Committee. In cases of appeal the student/parent/guardian must notify the A+ Schools Coordinator in writing of his/her intent to appeal within 10 days of receiving an ineligibility letter or 10 days prior to graduation.

An A+ Appeals Committee shall hear the appeal within 15 days of receiving a written request and return its decision to the student in writing. The A+ Schools Appeals Committee will consist of the following individuals: a principal, a counselor, teachers from the school, and the A+ coordinator, who will be a non voting member in the appeals process. Appeals will be considered at semester or the end of the school year when the student is declared ineligible.

Students may appeal the A+ Appeals Committee's decision to the Superintendent of Schools or his/her designee.

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## A+ Attendance Appeal Application

All information must be provided. Each request must include the specific date, the reason for the absence, and appropriate supporting documentation per the guidelines above.

Date of Appeal: \_\_\_\_\_

Student Name \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Full Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Graduation Year \_\_\_\_\_

In the space below, please indicate the date(s) of the absence(s) as well as the reason for the absence(s). Please attach documentation (see *above*) for review by the A+ Attendance Appeals Committee.

Date of Absence(s)	Reason for Absence(s)

**An appeal must be filed ten (10) days prior to graduation**

## A+ Appeals Committee Notes

Date of Absence(s)	Approved	Not Approved

## A+ Appeals Committee Signatures

_____	_____
_____	_____
_____	_____
_____	_____

**A+ Office Use Only:**

Date Appeal Received: \_\_\_\_\_

Date Appeal Committee Met: \_\_\_\_\_

Days/Hours Waived: \_\_\_\_\_

Date Decision Letter Sent: \_\_\_\_\_