

ATTENDANCE POLICY/PROCEDURE SUMMARY

ATTENDANCE:

Clayton High School values students being in class every day and recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. At least one study identified attendance as the single greatest indicator of student achievement. CHS further recognizes that frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process, the benefits of classroom instruction, once lost, cannot be entirely regained and the entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals. Partnering with the families of Clayton High School to increase student attendance has been mission critical. With these partnerships in mind and valuing the learning experience, below is our expectation of student attendance for all classes.

A student will not be allowed more than EIGHT (8) absences per semester, excused or unexcused per class period

**Please note, Religious Observances, while excused, do not factor into the count of 8+ absences.*

- On the ninth absence, "No Credit - Absences" (NCA) will be issued for the class.
- For any absences incurred beyond 8, students will need to make up missed class time through serving one Greyhound Time to mitigate a class absence.
 - One Greyhound Time served will count for one class absence removed
 - **Example:** If a student has 9 absences and serves one Greyhound Time, 8 absences will remain
 - *Note:* Detentions assigned for unexcused absences are separate from Greyhound Time used to mitigate class absences
- If the student is failing the course at the end of the semester, an "F" will override the "NCA."
- If the student is passing the class, an "NCA" will appear on the grade report to indicate that a passing grade was earned but credit was not awarded for that course due to lack of attendance in the class.
- The "NCA" will not affect the student grade point average (GPA) but an "F" **WILL** affect the student GPA.
- Families may appeal to the grade level Principal and provide official documentation of illness related visits, hospitalization, doctor's verification of chronic health problems, absence due to disability, court dates, funerals, and personal calamity (flood, fire, etc.) for either excused or unexcused absences
 - If the appeal is approved, the original grade will be re-established. Normal attendance protocols are still applicable.
 - Families will still be responsible for informing the attendance office verifying applicable absences with appropriate documentation
- All appeals and detentions **must be completed/served before the end of the semester** to remove the "NCA."

Attendance review is not automatic. It is the responsibility of the student, parent, or guardian to submit the appeal for waiver within ten (10) days of the date of the letter notifying the student/parent that credit has not been issued.

All information should be attached to the appeal for waiver including medical and health documentation of chronic or long-term health problems. The grade level office will notify the student/parent of the decision in writing after reviewing all information relating to the absence.

To appeal any Attendance Review, please reach out to your student's Grade Level Principal:

Freshmen (2028) & Seniors (2025): [Dr. Regina Moore](#)

Sophomores (2027) & Juniors (2026): [Mr. Drew Spiegel](#)

- Please submit any relevant documentation to your appeal
- Items to consider for submission: medical documentation (including dates), court documentation, etc.