

ROCKY HILL HIGH SCHOOL CREDIT LOSS APPEALS PROCESS

The Rocky Hill High School Attendance Policy allows for students to be absent 5 times in a semester long course and 10 times in a full year course (Please note that because 5th period meets daily, the number of absences allowed during that period is 8 times in a semester long course and 16 times in a full year course). Absences over that limit trigger the Credit Loss Appeals process.

The reasons listed below are **not** excused absences and will not be accepted as part of the appeals process:

- Routine illness or wellness medical appointments, as well as time spent in the nurse's office
- Driving school tests
- Early dismissal for prom
- Work schedules
- Family vacations

The following reasons are excused absences and will not count against a student in terms of possible credit loss, though it may still be necessary to respond to a Credit Loss inquiry:

- Suspension from school
- College orientation and/or placement tests occurring *after* May 1st*
- Court appearances*
- Armed forces induction*

*Official documentation must be provided for verification purposes

Other extenuating circumstances may exist that require participation in the Credit Loss Appeals Process (extended illness, religious observances, etc.).

While periodic notices may be sent home regarding credit status, it is the responsibility of the student and parent(s) to monitor attendance using the PowerSchool Parent Portal. Please note that there are a few circumstances where the Parent Portal attendance information may be misleading:

- Tardiness to class by more than 15 minutes (TL) counts as an absence in terms of credit but does not show up in the Parent Portal absent column
- External Suspensions (ES) do not count towards credit loss but show up in the absent column
- Visits to the Nurse's Office (NO) do not show up in the absent column, but are counted as such

If the student or parent(s) believe that sufficient cause exists for Credit Loss to be appealed, the Credit Loss Appeals Form must be completed. The form should be completely filled out with appropriate documentation attached. The appeal will be denied if appropriate and official documentation is not provided.

The Appeals Committee will evaluate the submitted documentation and make a judgment about credit status. A response will be mailed home indicating if the student has had credit restored or lost, and if the student is eligible to attend the Credit Recovery Program (see below).

Credit Recovery Program

Students who have gone over the allowable number of days absent from a single course by up to 3 days in a block class and 5 days for the daily 5th period class are eligible for the after school Credit Recovery Program. Through this program, students can "earn" back credit by making up time in an after school session supervised by certified staff. It is advisable for students to begin attending Credit Recovery as soon as possible (even before knowing the outcome of their appeal), as space is often limited. Students who failed a course are not eligible for Credit Recovery.

Consult the RHHS Student Handbook for the complete Attendance Policy.

ROCKY HILL HIGH SCHOOL CREDIT LOSS APPEALS FORM

Student Name: _____ Grade Level: _____

Course(s) : _____ Date of Appeal: _____

Check the appropriate category below and provide specific dates and details, as needed. Official medical, court, and other documentation must also be provided and attached to this form.

Do not write in columns below – for Appeals Committee only.

	Reason	Dates Appealed	Description of Official Documentation Provided (doctor note, letter from court, etc.)	Outcome	Comments (if necessary)
<input checked="" type="checkbox"/>					
<input type="checkbox"/>	Medical			<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Other	
<input type="checkbox"/>	Court Dates			<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Other	
<input type="checkbox"/>	College Orientation <small>(after May 1st only)</small>			<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Other	
<input type="checkbox"/>	Religious Observance			<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Other	
<input type="checkbox"/>	Other			<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Other	