

## **CREDIT APPEAL PROCESS**

Step 1: Student and Parent review the Loss of Credit Policy as stated in the Watertown High School Student Handbook.

### **ABSENCES**

- Credit will be withheld when a student has been absent from school or class more than the limit:
  - 1.00 Credit Courses: Credit automatically withheld at the 20th absence
  - 0.50 Credit Courses: Credit automatically withheld at the 10th absence
- If a student or parent/guardian does not agree with the decision, an appeal may be made to the assistant principal within one week of notification using the Credit Appeal form. It is recommended that the appropriate documentation be submitted with the Credit Appeal form. For example, medical documentation must specifically state that a student's absences are a direct result of a medical condition.
- If a credit appeal form is submitted to the assistant principal within one week of notification of credit being withheld, the school's Attendance Review Board will convene. The Attendance Review Board will communicate a decision to the student and a parent/guardian within two school days after the conclusion of the review.

### **TARDINESS**

- Students who are not in their first class of the day on time are considered tardy and must report directly to the office. A student discovered on school grounds who has not signed in at the office will also be considered tardy. A student who is repeatedly tardy may be considered truant. Students may be subject to disciplinary action including suspension if the principal determines that tardiness is excessive.
- Students are late to school if they are not in their seats at the bell signaling the start of the first period class. If students arrive late, they must report to the office and sign in. The first three tardies to class will result in a disciplinary consequence assigned by the classroom teacher. Any student who is late more than three times will receive an office detention for each tardy beyond three. A detention may be waived by an administrator if the cause of the tardiness is unavoidable. If a student is more than twenty (20) minutes late to a class, they will be considered absent.

Step 2: Student and Parent complete and sign the attached "Credit Appeal Form" for each course. Appropriate, supporting documentation for absences must be attached.

Step 3: Student and/or Parent submit the "Credit Appeal Form" for each course. Appropriate, supporting documentation to the assistant principal within 7 calendar days of the postmarked date of the "Loss of Credit Notification" letter.

Step 4: The Attendance Review Board will communicate a decision to the student and a parent/guardian within two school days after the conclusion of the review.

