



Horn Elementary School

Principal's Plan for Restoring Credit

2023-2024

According to Texas State law, each student must be in attendance 90 percent of the days the class is offered. The implementation of the Attendance for Credit Initiative is to ensure that all students are in attendance 90 percent of the time a class is offered to certify successful accrual of credit or final grade.

Purpose

Students who are passing their classes, but have excessive absences, will have the opportunity to restore credit or final grade for their classes by completing a principal's plan.

Criteria

The Principal's Plan to Restore Credit will be implemented for students whose attendance drops below 90 percent but doesn't exceed 75 percent of the days the class is offered. The student must be earning a passing grade and have completed all classwork and homework associated with excessive absences.

Letters

Warning letters – When the student reaches five percent of the days any class is offered, a warning letter will be sent to the campus for delivery to the parent or guardian.

Violation letters - When the student reaches ten percent of the days any class is offered, a violation letter will be sent to the parent or guardian that their child may lose credit or final grade for the semester course due to attendance. However, the student may be eligible to participate in the principal's plan.

Reminder letters (elementary and middle) – will be distributed to the parent or guardian at the 27th absence.

Campus Procedures

The Attendance Committee will meet every other week to gather and analyze student attendance data. Students will be flagged if they have missed more than four absences for the school year. Parents will be contacted via email and phone when their student(s) violates the 90/10 law. Parents will be provided with student attendance makeup contracts. Once the attendance committee signs and approves student makeup contracts, parents will be notified of the days and times students can make up their missing seat time.



Required Seat Time to Restore Final Credit

	Fall Semester	Spring Semester	Academic Seat Time Per Content Area
# of Absences	8-11	9-12	2 hours of course specific tutoring
	12-14	13-16	3 hours of course specific tutoring
	15-17	17-20	5 hours of course specific tutoring
	18-20	21-23	7 hours of course specific tutoring
	21 or more absences	24 or more absences	Approved Petition 10 hours of course specific tutoring OR 5 projects

Opportunities to Restore Credit

Once the attendance committee signs and approves student makeup contracts, parents will be notified of the days and times students can make up their missing seat time. These times will be after school or on Saturdays. The makeup sessions will be held in the media lab.

Documentation

All documentation must be kept securely maintained and available for review in Attendance for Credit binders. This documentation includes the attendance makeup contract and seat tie logs.

Determination of Final Grade or Credit

The Attendance Review Committee will review all documents for approval. Students will need 90 percent attendance rate, make-up work for academic seat time, and a passing grade of 70% or above in each class. The principal's signature is required for final approval.