

## ATTENDANCE POLICY

Shelton Public Schools recognizes that students may occasionally miss school or class for legitimate reasons. These reasons, when documented by a parent/guardian/school administration/physician, will be reviewed and **may** be taken into consideration when a student's absences become excessive and/or chronic. Excessive/Chronic absences will warrant appropriate follow-up action by the school and **may** lead to loss of credit and/or promotion. The Board of Education strongly believes that family vacations should not take place when school is in session. The school system will coordinate services with community agencies and referrals of truant and chronically absent students to agencies providing child and family services. Continual absences may result in a referral to the District Attendance Review Team for further discussion. At this level, students **may** lose credit upon reaching 21 absences in a full-year (1-credit) course, 11 absences in a half-credit course. Full-year physical education courses will follow the half-credit threshold of 11 absences, as those classes do not meet every day. Absences will be considered excused/verified provided that official documentation is presented to the School/House Office within 48 hours but not more than 10 days from the student's return to school timeframe. These are examples of excused/verified absences, but are not limited to:

- Appointments with health professionals that cannot be made outside regular school hours
- Emergency family situations
- Personal illness (sick day) with documentation

These are examples of exempt absences which include but are not limited to:

- Bus failure (confirmed by the transportation provider)
- College visitations, 3 per year, for 11<sup>th</sup> and 12<sup>th</sup> graders (documentation from the college)
- Court appearances (documentation from the court clerk or attorney)
- Death in family (documentation verifying relationship)
- Excused/verified visit to school nurse
- Field trips/athletic events/school-sponsored events
- "Take Your Student To Work Day"
- Illness requiring hospitalization or prolonged stay at home for recuperation (documentation from treating physician)
- Religious observation (documentation from parent for recognized religious holiday)
- Special testing/meetings (AP, PPT/Section 504, etc.)
- Support Personnel (School Counselor, Social Worker, Psychologist, Out-Reach) -initiated visits
- Administrative (Administrator contact for school business)
- In-School suspensions
- Suspensions
- Expulsions

(SBOE Policy 5113)

Students are expected to be in Period 1 at 7:25 AM. If a student is late for school, after 7:25 AM, he/she is considered tardy. All students tardy to school will be allowed into their Period 1 class without a pass within ten minutes of class beginning. Any student arriving later than ten minutes from school opening must sign in at the security desk in the main lobby and then report to their house office to receive a pass allowing them entry into their class. **Per semester, students arriving tardy to school five times will be**

**issued an office detention; ten times, an In-school suspension; fifteen times or more, additional suspensions and/or loss of school privileges.** Students arriving ten minutes late to class without an appropriate pass will be considered absent from that class. When a student is absent for the day, parents are asked to notify their child's respective house office that day. An automated dialing service will contact parents who do not call in to report absences, as well as parents of students who do not go to homeroom or check in at the Attendance Office. Neither students nor parents should assume that any absence is "allowed." Students should not be absent from school except for serious causes. ALL absences must be substantiated and parents are expected to call the house office. Students absent from school are not allowed to participate in after-school or evening activities, including athletic games and practices.

### APPEALS

The parent/guardian will receive communication from school administration upon a student's crossing of each attendance threshold.

- Contact will be made upon 16 absences in a full-year (1-credit) course, 8 absences in a half-credit course, or 6 absences in a quarter-credit course.
- Contact may be made when a student reaches the limit of 20 absences in a full-year (1-credit) course, 11 absences in a half-credit course, or 8 absences in a quarter-credit course, which will result in a loss of credit for the course.

There will be an Appeals Board in secondary schools. The Appeals Board will have five members made up of administration (school & Central) and support personnel which could be a school counselor, psychologist, and social worker. This Appeals Board will review submitted documents and if appropriate forward to the District Attendance Review Team for a final decision. A decision will be based on submitted evidence and pertinent supplemental documents for credit recovery. It is the responsibility of the student/parent/guardian to provide in writing, a convincing level of evidence to prove there was an overwhelming reason for the great majority of the student's absences. (SBOE Policy 5113)

### MAXIMUM ALLOWED ABSENCES/TARDIES

At Shelton High School we believe regular and timely school and class attendance supports students in meeting the mission, academic, social and civic expectations of Shelton High School. **The administration reserves the right to revoke privileges, including, but not limited to field trips (alternate assignments will be provided), club activities, school dances, prom, senior picnic, senior banquet, senior exam exemptions, parking on campus, recognition awards, for those students who exceed the maximum number of school absences/tardies to school and class cuts.** In addition, parents/guardians and students may be asked to provide written documentation/attend a mandatory Appeals Board hearing and/or a truancy hearing for those students who exceed the maximum number of absences/tardies.

### CREDIT LOSS/Maximum School Absences

Semester (half-year)/PE	10 (credit loss at 11)
Full-year	20 (credit loss at 21)

### CLASS CUTS

Students are expected to be on time and in class. **Those students who arrive to class after the bell has rung are considered tardy to class. For every 5 tardies to class, a student will accumulate a cut to class.**

Those students who cut class face the following disciplinary consequences:

	Half-Year Class	Full-Year Class
1 <sup>st</sup> offense	1 office detention	1 office detention
2 <sup>nd</sup> offense	2 day office detention	2 day office detention

3 <sup>rd</sup> offense	1 day internal suspension	1 day internal suspension
4 <sup>th</sup> offense	Removal from course/credit and privilege loss	1 day external suspension and privilege loss
5 <sup>th</sup> offense	-----	2 days external suspension
6 <sup>th</sup> offense	-----	2 days external suspension/removal from course/credit and privilege loss

#### **CLASSWORK MAKE-UP POLICY WHEN ABSENT FROM CLASS**

It is the student's responsibility to get the class work, notes, and homework assignments from the teacher when he/she has been absent. The student is allotted one additional day for each day absent to make up work, when there has been an absence from class. If the absence is a class cut, then the student will not be allowed to make up the classwork or assessments from that day and will receive a zero. If the student is absent the day before an assessment or the day a presentation is due, he/she will be expected to take the assessment or make the presentation on the day it is given. If the student is absent on the day the assessment is given or presentation is due, he/she must take the assessment or make the presentation upon return to class.