

## 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 20 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)

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 homeroom at 7:25 AM. If a student is late for school, after 7:25 AM, he/she is considered tardy. Students not in homeroom by time the 7:25 bell rings must report to the Attendance Office in the main lobby to sign in. Students arriving after 8:00 AM must check in with their house office. Per semester, students arriving tardy to school five times will be issued an office detention; ten times, two office detentions; fifteen times, three office detentions; twenty times, one day of internal suspension; twenty-five times, two days of internal suspension; thirty times, three days of internal suspension. Students arriving fifteen 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 cause. 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.

### PERFECT ATTENDANCE POLICY

Shelton High School's perfect attendance policy mandates that a student is present in school and in every class every day, which includes being on time to school and every class every day (no tardies) and in school for a complete day (no early dismissals). Students who attain perfect attendance during a quarter will receive recognition.

### APPEALS

The parent/guardian will receive contact in writing from school staff upon a student's crossing of each attendance threshold.

- The first contact will be made upon 12 absences in a full-year (1-credit) course, 5 absences in a half-credit course.
- The second 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.
- The third 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  
Full-year

10 (credit loss at 11)  
19 (credit loss at 20)

### CLASS CUTS

Students are expected to be on time and in class. Those students who cut class face the following disciplinary consequences:

	<b>Half-Year Class</b>	<b>Full-Year Class</b>
1 <sup>st</sup> offense	1 office detention	1 office detention
2 <sup>nd</sup> offense	1 day internal suspension	1 day internal suspension
3 <sup>rd</sup> offense	2 days internal suspension	2 days 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.