

## ATTENDANCE

### High School Attendance Policy

The following regulations govern student attendance in high school, including students who are participating in alternative programs as a result of expulsion. A student who is absent from a class unexcused for more than six (6) days in a semester course and more than thirteen (13) days in a full year course will lose credit in the course, whether or not a passing grade is earned, and the transcript will be marked accordingly.

#### Excused Absences

A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted with **ten school days** of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

- A. For absences one through nine, a student's absence from school is considered excused when the student's parent/guardian approves such absences and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
  - A note from a physician indicating an illness or other diagnosed condition that resulted in absences from school;
  - Student's observance of a religious holiday;
  - Absence due to an approved school function (i.e. field trips, band concerts, school sponsored sporting events, etc.);
  - Absence due to suspension from school for disciplinary purposes;
  - Mandated court appearances;

#### Notification Timeline

Parents or guardians of students will be notified of the potential of failure due to poor attendance in accordance with the following table:

Number of Absence	Notification Required For Semester Courses	Notification Required For Full Year Courses
3	School Attendance Notification letter sent to the home and contact made by school personnel	
7	Letter sent home indicating student has lost credit in the course(s) and contact made by school administration	School Attendance Notification letter sent to the home and contact made by school personnel
14		Letter sent home indicating student has lost credit in the course(s) and contact made by school administration

#### Tardiness

Students are required to report to their first class by 7:30 AM. Students who report to school after 7:30 AM will not be admitted to class and will be marked absent for the first clock period. Parents should note that students who are marked absent because of tardiness will be subject to consequences outlined previously in the high school attendance policy.