

TUXEDO UNION FREE SCHOOL DISTRICT

ATTENDANCE POLICY – PLAIN LANGUAGE SUMMARY

It is the objective of this policy to encourage that each student attend school on time, for the maximum number of days and instructional periods possible.

Excused and Unexcused Absences

The Board recognizes the following as excused student absences, each of which must be verified by the student's parent/guardian or school personnel, where applicable: accident, bus was late, with counselor/administrator or other school personnel, approved college visit, death in family, medical/dental/legal appointment that cannot be scheduled after school hours, family medical emergency, approved field trip, homebound instruction, personal illness, military obligation, out of district placement, observance of religious holiday, religious instruction, road test, school-sponsored event, suspension, transitional placement, community emergency, funeral, approved community service.

The written excuse must be presented by the student on the day when returning to school following such absence. In the event that an absence note is not submitted within three school days after the student has returned to school, the absence will be deemed "unexcused."

Any absence not provided for on the excused list shall be deemed an unexcused absence. The Board recognizes the following absences which are considered unexcused (this list is not all-inclusive): cut class, car trouble, missed bus, overslept, personal business, vacation, child/elder care, any absence not excused with appropriate documentation within three school days.

Parents/Guardians shall be notified, by telephone and/or in writing, whenever a student has accumulated six or more unexcused absences per semester.

Course Credit Standard

Student absences are disruptive to the educational process. It is the student's responsibility to attend classes on a regular basis and to minimize class absences. Students should make-up missed assignments whenever they are absent and should monitor their absences to avoid loss of credit due to absence.

For the purposes of this policy's Course Credit Standard, a class absence is defined as non attendance in class for twenty (20) or more minutes from any individual class period. In order to encourage regular class attendance students in grades 7 - 12 will be permitted only 9 absences per quarter without academic penalty. Students who have 10 or more absences in any quarter will receive an "F" for the quarter. Absences due to suspensions, school administration intervention, or school approved religious observance or instruction are not counted in the student's absences. Students who are on home instruction are exempt from this requirement.

For the purpose of calculating the final course average, students with 10 or more absences in a quarter will receive a numerical grade of no higher than 60 for the quarter, however if the student's average for the quarter is lower than a 60, the lower average will be entered as the quarter average.

Students with 10 or more absences due to unusual circumstances may request permission from their teacher(s) to make-up class work missed due to excused absences. Any make-up work for credit must be completed before the end of the following marking period. Make-up work for the fourth quarter must be made up by the end of the school year (June 30).

Encouraging Student Attendance

Reasonable efforts shall be made by Student Support Staff to assist the student in addressing the causes of the attendance problem. Such efforts may include: Discussions with the student's teacher or teacher or discussions and/or meetings with the student and his/her parents/guardians.

School staff at each school shall utilize attendance incentives for recognition of students with good and prompt (on time) attendance, and commendation certificates shall be issued to the students.

Eligibility for extra- and co-curricular activities, interscholastic sports and attendance at school-sponsored activities shall be restricted to those students who are in attendance on the day of the event for a minimum of three hours.

At the secondary level, class cutting shall be deemed an infraction of the Code of Conduct in the nature of insubordination to the teacher and school administration. The Code shall prescribe a range of disciplinary interventions to address class cutting.

Whenever a student exhibits a pattern of unexcused absence, tardiness or early departure, the parent/guardian will be notified in writing or by telephone. Every effort will be made by Student Support Staff to remediate the underlying problem. Notice shall also be given to the Building Principal who may also address the matter with the student and/or parents/guardians.

In the event that the school-level interventions have not improved the student's attendance, the Principal may recommend interventions such as a referral to Child Protective Services, family court or other appropriate social service agencies to initiate a neglect petition.

Please visit our website, www.tuxedoschooldistrict.com to read the full version of the district attendance policy. Alternatively, a copy of the district attendance policy can be obtained from the high school office upon request.