



Norwalk High School **Attendance Policy (rev. 2017)**

In high school, a student will lose credit on the 13th absence in a full-year course, 7th absence in a semester-length course, and 4th absence in a quarter-length course.

Excused Absence: An absence is considered *excused* when the school receives notification from a parent or guardian.

Unexcused Absence: An absence is considered *unexcused* when the attendance clerk does not receive notification from a parent or guardian.

- Students who are deemed to be unexcused absent from school may be subject to disciplinary consequences. Any student who is unexcused absent may not receive credit for any work due on that day and/or for any work produced by the class on the day of the absence (including assessments).
- If a student is present in school, but does not attend a scheduled class (class cut), such an absence will be considered unexcused. Any student who has cut a class may receive a zero “0” for any work due on that day and/or for any work produced by the class on the day of the absence (including assessments). Also, a student who cuts class will be subject to an **extended detention**. Persistent cutting of classes will result in additional disciplinary action and administrative intervention.

Authorized Absence*

[AUTHORIZED ABSENCES DO NOT COUNT TOWARD THE TOTAL NUMBER OF ABSENCES.]

Additional documentation beyond the parent notification is required for an absence to be considered “authorized.” *These absences will not count toward the total.* Any absence will be considered “authorized” under the following circumstances:

- Extended illness.
- Student observance of a religious holiday.
- Death in student’s family or other emergency beyond the control of the student’s family.
- Mandated court appearance.
- Educational opportunities pre-approved by school administration.

Denial of Credit

Students with absences (unexcused or excused) totaling 13 in a full-year course, 7 in a semester course, and 4 in a quarter length course may be denied credit. Parents will be notified in writing of the denial of credit, and students will have a designated amount of time from the date of the letter to appeal to the attendance committee for restoration of credit. Students are expected to maintain their current academic progress and attend class during the appeals process. **A student who does not appeal for restoration or whose appeal is denied will still receive the appropriate course grade, which will be utilized for honor roll calculation, but will not receive credit toward graduation.** Depending on the course and the student’s cumulative credit count, the course may need to be repeated.

Students in grade 12 and any other student eligible for graduation that school year will have their attendance reviewed at the end of the first semester in all courses. If the student has exceeded the allowed number of absences in any of their classes, they will be denied credit. This can include, but is not limited to denying 0.5 credits in a 1.0 credit course. The purpose is to enable students the opportunity to recover the required credit prior to graduation.

Right of Appeal

The Attendance Procedure is not designated to deny credit to students who, through no fault of their own, are unable to attend school or class due to legitimate illness or other conditions beyond the student's and/or parent's control. At the end of the **semester or year**, students will have an opportunity to appeal to have credit reinstated/rescinded. To be eligible for the appeal process, students must continue classroom responsibilities and attend class faithfully.

Appeals Committee and Process

The Attendance Appeals Committee is comprised of school administration and other staff, specifically: a teacher, administrator (not the student's housemaster), guidance counselor (not the student's counselor), and a member of the school's support staff (nurse, psychologist, social worker, possibly a second teacher or counselor). The purpose of this committee is to hear from students (and their families) to determine if credit should or should not be restored in situations where students have exceeded the number of absences allowed in a course. Students wishing to appeal must complete the following:

- Within a designated amount of time that a student is notified of possible denial of credit, he or she should submit a completed Attendance Appeal Form to the main/house office in order to appeal denial of credit.
- An additional documentation (doctor's notes, etc.) that may help to verify absences should be supplied for consideration.
- The Attendance Appeals Committee will notify the student and his or her family if credit is or is not restored.
- In some instances, conditions may be granted for students to have credit reinstated, provided that consistent attendance is achieved.
- Students and/or their parents or guardians may be required to meet with the Appeals Committee to discuss the situation.

All cases will be considered on an individual basis, and when relevant, issues of confidentiality will be respected. The final decision is a majority vote of the Appeals Committee. ****The timeline and specific requirements regarding the Appeals Committee Procedure will be published at the start of each semester or school year.***

Tardiness

Arriving to class on time is an expectation. A student who arrives during the first half of class (*45 minutes for a 90 minute block*) without written authorization from a staff member will be considered **tardy**. After the first half of class, it will be considered an absence. Each time a student is **tardy** to class, it will be documented electronically and there will be progressive discipline.

The following consequences will be assigned for tardiness:

- 3rd Incident: Office assigned detention
 - If the tardiness is egregious, the detention will occur prior to the third tardy.
 - Teachers are also encouraged to intervene. For example: teacher assigned detention, call home, student/parent meeting, lunch detention with teacher...etc.
- Incidents 4-5: Extended detention (Thursday, Saturday, or other weekdays)
- Additional Incidents: *Multiple* extended detentions, in-school suspension, other tiered Interventions