



**Griswold High School
Attendance Policy and Plan
2017-2018 School Year**

Introduction

At Griswold High School, we believe that promptness and regular attendance contribute to success, both in school and later in life. Regular attendance in classes will promote academic success and help students to develop positive work habits. Regular school attendance is the single most important factor in school achievement and success. To that end, our attendance policy and practices will assist students in becoming responsible individuals who will become productive members of society.

The Griswold High School Attendance Improvement Plan is based on the most recent research and guidelines published by the Connecticut State Department of Education and aligns with Griswold Public Schools Board of Education Policy. This document contains information regarding the most recent changes to Griswold High School's attendance practices. General information regarding Griswold High School's attendance policy is published in the 2017-2018 Griswold High School Student/Parent/Teacher Handbook.

Types of Absences and Definitions

A. Exempt Absences: Do not count towards loss of credit include, but may not be limited to the following:

- School related activities (athletics, school-approved extracurricular activities, field-trips)
- Suspensions: in-school or out-of-school
- Homebound instruction
- Religious Observance
- office or school counseling appointments scheduled by faculty/administration
- Juniors/Seniors ONLY- 2 days for college visits. Students must fill-out and submit a Pre-Planned Absence Form to the Associate Principal's Office prior to going on a college visit. Failure to do so will result in the visit being counted as an appealable absence.

B. Appealable Absences: Absences for which the school receives and verifies written documentation from the student's parent/guardian. **Documentation should be submitted upon the student's return within two school days and must include the following information:**

- 1. student's first and last name;**
- 2. date(s) of the student's absence(s);**
- 3. reason the student was absent;**
- 4. parent/guardian's signature with the date.**

In addition to parent documentation, students may be required to complete and submit a Pre-Planned Absence form prior to a planned absence. Please review the form in the Appendix for more information.

- **Excused (Appealable) Absences:** Do not meet the criteria of *Exempt Absences*; therefore, ***excused absences count towards loss of credit***. Appealable Absences, however, allow for students to make up missed work and apply it to their grade. Reasons for excused absences include, but may not be limited to the following:
 - Short-Term illness up to three (3) consecutive days verified by a note from the parent/guardian or physician.
 - Death or critical illness in the family
 - Response to a legal process
 - Medical Appointment (which cannot be scheduled outside of the school day)
 - College visit beyond two (juniors and seniors only)
 - Student-initiated Appointments/ Visits to support staff/counselors without an appointment for greater than 15 minutes during a class period.
 - Visits to the Nurse for greater than 15 minutes (if the student brings a pass from a teacher and Nurse deems the visit necessary).
 - Excused Tardy to class greater than 15 minutes
 - Approved early dismissal in which the student will miss more than fifteen minutes of class.
- **Family Vacations/Trips*:** Discretion should be used in planning such events. Griswold High School strongly discourages travel outside of school vacation periods. Students and parent/guardians should realize that if extended vacations contribute to excessive absence, an appeal for reinstatement of credit will not be possible. **Family vacations and trips should not be scheduled during midterm or final exam periods.**

Student must submit completed **Pre Planned Absence Form to the Assistant Principal prior to the absence in order to be eligible to make-up assignments.*

C. Unappealable Absences are absences for which the school receives no documentation, documentation received beyond the two (2) school days notification requirement, or absences that do not meet the criteria to be considered appealable. Unappealable absences count towards loss of credit. Students may receive a grade of zero for all missed work. Students with five (5) or more Unappealable absences per semester in any one course forfeit the right to appeal for credit.

- **Unexcused Absences** include:
 - All absences not identified above are considered unexcused
 - Absences that are not explained by Pre-Planned Absence Form, a note and/or telephone call from a parent within 48 hours after the student's return to school from an absence
 - An absence deemed "unexcused" by an administrator.
 - An unexcused tardy greater than fifteen minutes or dismissal
 - **Accumulation of four (4) unexcused tardies (each less than 15 minutes) to school.**

- Unexcused early dismissal in which student misses more than fifteen minutes or more of class (including study halls).
- Please note: teachers are not obligated to provide work for class periods where a student has accrued an unexcused absence.

D. Tardiness

- **Tardy less than 15 minutes**

- The accumulation of four (4) *unexcused* tardies to school, each less than fifteen (15) minutes equals an unexcused absence.
- The accumulation of four (4) *excused* tardies to school, each less than fifteen minutes equals an excused absence.

- **Tardy greater than 15 minutes**

- An unexcused tardy greater than fifteen minutes equals an unexcused absence.
- An excused tardy greater than fifteen minutes equals an excused absence.

Loss of Credit

Loss of credit in a course may occur through the accumulation of excused and unexcused absences.

COURSE CREDIT	ABSENCE LIMIT
2 Credit/ Full Year	18 classes
1 Credit/Full Year	12 classes
.5 Credit/ Semester	6 classes
.25 Credit/ Quarter	4 classes

Communication to Students and Parents (Warning/Loss of Credit Notices)

Teachers and Attendance Team review student attendance at mid-quarter and end-of-quarter checkpoints throughout the school year. Students and parents will be notified concerning absences by mail utilizing the following letters:

First Warning Letter (Attendance Office): generated after student absences pass the following thresholds in a course:

2 Credit/ Full Year Course	4
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1 Credit/Full Year Course	4
.5 Credit/ Semester Course	2
.25 Credit/ Quarter Course	1

Second Warning Letter (School Counseling Office):

2 Credit/ Full Year Course	12
1 Credit/Full Year Course	8
.5 Credit/ Semester Course	4
.25 Credit/ Quarter Course	2

Third Letter- Loss of Credit Notice (Associate Principal's Office):

2 Credit/ Full Year Course	18
1 Credit/Full Year Course	12
.5 Credit/ Semester Course	6
.25 Credit/ Quarter Course	4

Loss of Credit Appeals Process

Once a student has received a Loss of Credit Notice, s/he will have the opportunity to appeal this decision by presenting medical or other official documentation to prove that s/he was excessively absent for unavoidable reasons. Whatever is submitted at this time should be supplemental to any documents that were required as per the current policy of **reporting absences within two school days from when the student has returned from his/her absence**. The appeals packet must be received no later than the last class day of the semester in which credit has been lost, unless otherwise notified.

Student Procedure to Appeal:

- 1) The Appeals Process, including the deadline to sign up for an appeal, will be communicated to students and posted on the school's website.

- 2) Students will see his/her school counselor to sign up for an appeal.
- 3) Appeals will be heard on a "first to sign up, first to be heard" basis.
- 4) School Counselors will notify parents/student when student's appeal hearing will take place.
- 5) **Appeals will be heard during January (following midterm exams) for first semester loss of credit and June for second semester loss of credit. (A first semester loss of credit must be appealed in January; it may not be appealed in June).**
- 6) The Appeals Board will not hear cases if the deadline for submitting the appeal request is missed.
- 7) The decision of the Appeals Board will be based on a majority vote.
- 8) Decisions will be made within one week of the Appeals Process. The Appeals Board will notify parents/guardians, in writing of its decision.

Appeals Board: Consists of members of the Attendance Team and Griswold High School Administration. The appeals board will review submitted documents in a private meeting, make a decision, and rule on all cases. If class cuts/ (unexcused) amount to more than 50% of a student's total absences, he/she will automatically be disqualified for credit recovery. The appeals board will make their decision solely on the data provided at the time the absences occurred and any supplemental documents. The committee will review all student academic and attendance records maintained by the district before making a decision. Hearings will be held with student and parent/guardian.

Parent/guardian Responsibility: Provide, in writing, a convincing level of evidence to prove there was a legitimate reason for the majority of his/her absences. The decision of the appeals board will be based on the vote of the majority to either reinstate credit or maintain credit loss. The student and parent/guardian will receive a phone call and a letter mailed to the home informing the student of the committee's final decision. No further appeals may be made.

**GRISWOLD HIGH SCHOOL
PRE-PLANNED ABSENCE FORM**

Completed form should be handed into the Attendance Secretary.

Date: _____

Student: _____

Grade: _____

I, _____ (parent/guardian) request the release of my son/daughter from classes for _____ school days during the period beginning _____ and ending _____.

The reason for this request is:

I understand that my son/daughter assumes responsibility for completion of all assignments during this period of voluntary absence.

Your son/daughter **must** have their teachers sign below indicating that each teacher is aware that the student will be absent from the class and that they have discussed the assignments that will be due during the time of the absence.

I further understand that certain classroom activities, such as film, class discussion, labs, and presentations may not be duplicated and could result in a lower grade.

I am aware that Griswold High School's attendance policy limits the total number of absences, excused or unexcused, in any given course.

Signature of Parent/Guardian

TEACHERS'/SCHOOL COUNSELOR'S SIGNATURES

- | | |
|----------|----------|
| 1) _____ | 5) _____ |
| 2) _____ | 6) _____ |
| 3) _____ | 7) _____ |
| 4) _____ | 8) _____ |

School Counselor: _____

This form must be completed and returned PRIOR to this absence. Any form not submitted after the absence will not be accepted.

GRISWOLD HIGH SCHOOL ATTENDANCE APPEALS FORM

It is the student's and parent/guardian's responsibility to fill out, collect data, and deliver this form to the Associate Principal in order to be considered in the appeals process.

Student Name: _____ Grade: _____

Parent/Guardian Name: _____ Phone: _____

Email: _____

Course(s): _____ Block: _____ Date Submitted: _____

DATE OF ABSENCE	REASON FOR ABSENCE	DOCUMENTATION
	DIRECTIONS: Place only the letter which represents your reason for absence. M= Medical, L= Legal, F= Family/Personal	DIRECTIONS: Write Y or N to indicate whether you have provided evidence attached to this page.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Attendance Cheat Sheet for Parents/Guardians/Students

Threshold Monitoring #1 – Teacher completes form @ mid-year and end-of-quarter.

2 Credit/ Full Year	4
1 Credit/Full Year	4
.5 Credit/ Semester	2
.25 Credit/ Quarter	1

Threshold Monitoring #2 – School Counseling completes form @ mid-year and end-of-quarter.

2 Credit/ Full Year	12
1 Credit/Full Year	8
.5 Credit/ Semester	4
.25 Credit/ Quarter	2

Threshold Monitoring #3 – Associate Principal completes form @ mid-year and end-of-quarter.

2 Credit/ Full Year	18
1 Credit/Full Year	12
.5 Credit/ Semester	6
.25 Credit/ Quarter	4

Appeals Process- Attendance Committee

- Student submits Appeals Packet to School Counselor
- School Counselor schedules Attendance Appeals hearing
- Appeals Board reviews and either grants or withholds credit
- Possible referral to Juvenile Review Board