

PATCHOGUE-MEDFORD SCHOOL DISTRICT COMPREHENSIVE ATTENDANCE POLICY SUMMARY

Philosophy: Regular school attendance is a crucial component of academic success.

Policy Purpose: To minimize no-excuse absences, tardiness, and early departures (ATEDs).

Definitions:

Excused ATEDs are those that result from personal illness, illness or death in the family, religious observance, quarantine, required court appearance, scheduled medical/dental appointments that cannot be scheduled outside of the school day, previously approved college visits, previously approved cooperative work programs, and previously approved military obligations.

ATEDs without Excuses includes any absence that has no excuse, such as those listed above.

Tardiness means arriving at school more than 10 minutes after the start of the official school day in grades K-5 and less than 20 minutes late for students in grades 6-12.

Truancy is defined as a willful violation caused by the student's absence from compulsory attendance.

Notice of the Policy will be given to students, parents or guardians, staff members and employees, and community members through a series of verbal and written announcements and reviews.

General Procedures: Attendance will be taken each day in elementary schools and in each period in secondary schools. This information will be given a code, archived and monitored.

Parent/Guardian responsibilities include notifying the school within 24 hours of ATED. Notice may be in writing or by telephone.

Disciplinary Consequences: ATEDs without excuses will result in administrative action consistent with the Code of Conduct.

Intervention strategies will be considered for those students who have a pattern of ATEDs without excuses.

Attendance Policy/Notes:

Unexcused TEDs will affect the student's grade of participation in the class for a reporting period. Excused TEDs can affect the student's grade if coursework is not turned in.

In Grades 9-12, any student with more than 14 ATEDs for half-year courses, or with more than 28 absences for full-year courses will not receive credit for the course. Students with appropriately excused ATEDs may complete unturned assignments according to established procedures.