

# 2024-2025 Revisions:

- School Attendance
- Academic Integrity

May 7, 2024

# School Attendance

## Excused Absences

A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation.
- B. For the tenth absence and all absences thereafter, with appropriate documentation, a student's absences from school are considered excused for the following reasons:
  1. Student illness (verified by an appropriately licensed medical professional, regardless of the length of absence, as detailed in Madison Public Schools Regulation 5113R (Regulation 5113R));
  2. Student's observance of a religious holiday;
  3. Mandated court appearances (additional documentation required, as detailed in Regulation 5113R);
  4. Funeral or death in the student's family or other emergency beyond the control of the student's family;
  5. **State allowed mental health wellness days (up to two), if non-consecutive, supported by written documentation from the student's parent or guardian.**
  6. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
  7. Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance and Regulation 5113R.

# College Visits – Current

Daniel Hand High School excuses up to three days for college visits per year. You may be asked to bring documentation to verify your visit.

# College Visits – Revised

***For Juniors and Seniors only:*** Students may miss school up to two (2) days for college visits. Students must fill out a Pre-Planned Absence Form available in the Assistant Principals' Office prior to going on a college visit. If such form is signed by the student's parent/guardian and the absence is within absences 1-9, it will be deemed excused. If such absence is the tenth or thereafter, the absence will be unexcused. However, juniors and seniors on approved college visits will not be prohibited from participating in extracurricular activities, including athletics, on the day of (or weekend following) their college visit because they were absent from school for such reason.

# Tardy-Current

## TARDY POLICY

Tardy is defined as being late to school, class, or activity without permission of school personnel.

### Tardy to School/ Tardy to First Time Block Class

All students arriving tardy to school before 7:45 should go directly to class. Students who arrive to school after 7:45 must report to the main office for a pass. Teachers will not admit students to class after 7:45 without an office pass.

Students tardy to school/first time block class are considered tardy, unexcused, unless parents/guardians have contacted school with an explanation that meets the criteria for an excused absence. Reasons such as oversleeping or missing the bus will not be accepted as excused. All unexcused tardies over 20 minutes will be considered as unexcused absences to class and will count towards loss of credit. Refer to the section on Excused Absences and Loss of Credit.

# Tardy-Revised

## **Accumulation of Tardies**

Accumulation of unexcused tardies over **15** minutes will be considered an Unexcused Class Absence, as outlined below, and will count towards loss of credit. For further information, refer to the section on Academic Consequences/Loss of Credit below.

## **Unexcused Tardy to Class**

- **Up to 15 minutes late for a class without authorization = 0.25 Unexcused Class Absence**
- **Arriving to class later than 15 minutes without authorization, but less than half way through class = 0.5 Unexcused Class Absence**
- **Arriving more than half way through class without authorization = 1.0 Unexcused Class Absence**

# ACADEMIC CONSEQUENCES/LOSS OF CREDIT

The administration will implement a progressive approach to addressing attendance and tardiness issues. Students and their parents/guardians will be notified when a student has accumulated 10 absences. The school will send written notification to a student and the student's parent/guardian when a student is in jeopardy of losing course credit. In such instance, the school will also refer the student to the student's School Counselor and a Student Support Team (SST) or Planning and Placement Team (PPT). The school may also refer a student with a pattern of absences to outside agencies and/or Madison Youth Services.

If, despite the interventions described above, a student continues to accumulate Unexcused Class Absences, course credit will be withheld when a student exceeds:

- 6 Unexcused Class Absences from a course during a one-trimester course;
- 12 Unexcused Class Absences from a course during a two-trimester course; or
- 18 Unexcused Class Absences from a course during a full-year course.

# Loss of Credit Appeals Process-Current

## EXCESSIVE ABSENCES

### Students

- Will forfeit course credit once they have exceeded the number of unexcused absences listed.
- May appeal the loss of credit.
- Will lose credit for failure to comply with any plan put in place as a result of the appeal for reinstatement of credit.

### Parents/Guardians

- Must immediately ensure with the main office that any required medical excuses or other documentation have been filed.
- Must fill out an appeal for their child and file the appeal with the attendance secretary upon notification of loss of credit.



# Loss of Credit Appeals Process–Revised

In the event of loss of credit due to Unexcused Class Absences (see above), the student and the student's parent/guardian may submit an appeal in writing in accordance with the procedure outlined below. **The initiation of the appeals process is the sole responsibility of the student and the parent. During the pendency of the appeal, the student is required to continue attending class.**

To initiate the Loss of Credit Appeals Process, the student and parent/guardian must:

- 1) Review the Student Period Attendance Detail Report provided by the school to ensure there are no errors. If there are any errors and/or if any of the Unexcused Class Absences are due to medical reasons, the student and/or parent/guardian must immediately ensure that any required medical excuses or other documentation has been filed with the Main Office.
- 2) Within 7 school days of receiving notice of loss of credit, complete and return the Loss of Credit Appeals Form. Such form must be accompanied by a statement from the student and all information relevant to the appeal, including reasons leading up to the loss of credit and why credit should be restored. If there is any documentation to support any of the absences previously marked as Unexcused Class Absences (e.g., doctor's note verifying illness, court date, funeral), such documentation must be submitted along with the Loss of Credit Appeals Form.
- 3) Sign the Loss of Credit Appeals Form.

If requested, the student and parent/guardian(s) shall meet with the Appeals Board reviewing the appeal to discuss whether credit should be restored, either outright or on a conditional basis. Only the student, parent/guardian(s) of the student, and members of the Appeals Board will be permitted to attend the meeting. The Appeals Board will consist of a general education teacher, the student's school counselor, and an administrator. Such meeting shall be held within a reasonable time frame, with notice to the student and parent/guardian(s). If the student and parent/guardian(s) fail to attend the meeting, the appeal will be denied and the loss of credit decision will not be reconsidered.

The Appeals Board will consider: (1) the student's attendance record; (2) information provided by the student, the student's parent/guardian(s), and/or the administration; (3) documentation from medical personnel; (4) the student's reason for requesting to earn back credit; and (5) other information deemed appropriate by the administration.

The Appeals Board will decide whether credit shall be restored and if so, whether it shall be restored on a conditional basis. The decision of the Appeals Board shall be considered final, and further requests to appeal will not be considered.

If credit is restored on a conditional basis, the student's failure to comply with any plan put in place as a result of the appeal shall be grounds for loss of credit, without right to further appeal.

# Academic Integrity – Current Practice

II. B.

**Academic Integrity: Cheating/Plagiarism**  
**Board of Education Policy References:**  
**#5090.1.4 Student Misconduct in Schools**  
**#5110.4 Student Discipline**

**1st Offense:**

- student receives zero on assignment
- student is not permitted to make-up the assignment
- up to 2-hour Saturday detention
- parent or guardian, counselor, and administration are informed of the student infraction by the teacher

**2nd and Subsequent Offenses:**

- consequences from 1st offense AND students may be subject to disciplinary action, up to 3 days suspension

# Academic Integrity-Revised

<b>II. B.</b>	<b>Academic Integrity: Academic Dishonesty/Cheating/Plagiarism</b> <b>Board of Education Policy</b> <b>References: #5110.4 Student Discipline</b>	<b>1st Offense:</b> <ul style="list-style-type: none"><li>• <b>teacher will consult with Program Coordinator/ Department Lead</b></li><li>• <b>a zero will be assessed for any part of an assignment involving academic dishonesty, and may result in a zero for the entire assignment</b></li><li>• <b>parent/guardian, counselor, and administration are informed of the student infraction by the teacher</b></li><li>• <b>make-up assignment option is at the discretion of the teacher; both the initial grade and the grade on any make-up assignment (if permitted) will be entered into the gradebook and will count toward the cumulative grade for the course</b></li><li>• <b>up to 2-hour Saturday detention</b></li></ul>
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# Academic Integrity-Revised

<b>II. B.</b>	<b>Academic Integrity: Academic Dishonesty/Cheating/Plagiarism</b> <b>Board of Education Policy</b> <b>References: #5110.4 Student Discipline</b>	<b>2<sup>nd</sup> and Subsequent Offenses:</b> <ul style="list-style-type: none"><li>• <b>teacher will consult with Program Coordinator/ Department Lead</b></li><li>• <b>up to zero will be assessed for any part of an assignment involving academic dishonesty, and may result in a zero for the entire assignment</b></li><li>• <b>parent/guardian, counselor, and administration are informed of the student infraction by the teacher</b></li><li>• <b>make-up assignment option is at the discretion of the teacher; both the initial grade and the grade on any make-up assignment (if permitted) will be entered into the gradebook and will count toward the cumulative grade for the course</b></li></ul>
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# Academic Integrity-Revised

**II. B.**

**Academic Integrity: Academic Dishonesty/Cheating/Plagiarism  
Board of Education Policy References:  
#5110.4 Student Discipline**

**2<sup>nd</sup> and Subsequent Offenses:**

- **student may be subject to disciplinary action, up to 3 days suspension**
- **loss of leadership opportunity and/or position (e.g., candidacy for or membership in National Honor Society, Student Leadership, sports captain, etc.)**

Thank you.

