

## **PATCHOGUE-MEDFORD SCHOOL DISTRICT COMPREHENSIVE ATTENDANCE POLICY SUMMARY**

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

**Purpose of Policy:** To minimize unexcused absences, tardiness, and early departures (ATEDs).

**Definitions:**

**Excused ATEDs** are those resulting from personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearance, scheduled medical/dental appointments, approved college visits, approved cooperative work programs, and other reasons that may be approved by the Supervisor of Attendance.

**Unexcused ATEDs** include any absence that is not excused, as specified in the above list.

**Tardy** means arrival at school less than 30 minutes late for students in Grades K- 5 and less than 15 minutes late for students in Grades 6-12.

**Truancy** is defined as the willful violation by a student of compulsory attendance.

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

**General Procedures:** Attendance will be taken each day in elementary schools and in each period in the secondary schools. This information will be coded, recorded and monitored.

**Parent/Guardian Responsibilities:** It is the parent's/guardian's responsibility to notify the school attendance office on the morning of the absence or tardiness **AND** to provide a written excuse upon the student's return to school. For full explanation, refer to [Board Policy #5110](#).

**Disciplinary Consequences:** Unexcused ATEDs will result in administrative action consistent with the District's Code of Conduct.

**Intervention Strategies** will be considered for those students who have a pattern of unexcused ATEDs.

**Attendance/Grade Policy:**

Unexcused ATEDs will affect a student's class participation grade for a marking period. Excused ATEDs may affect a student's grade if course work is not made up.

In Grades 9-12, any student with more than 14 ATEDs for a half-year course, or 28 absences for a full-year course will not receive credit for the course. Students with properly excused ATEDs may make up missing work in accordance with established procedures.

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