

ATTENDANCE

The Board of Education and Roxbury faculty believes that regular student attendance is a necessary and vital ingredient in the learning process. Therefore, the Board, in accordance with State Education Law, has developed a comprehensive policy for student attendance that has been summarized for this handbook (*Policy # 7110*). A copy of the complete attendance policy adopted by the Board of Education is available upon request within the main office.

Absences

State Education Law requires the parent/ guardian to submit a written and signed note to the school indicating the reason(s), date(s) and time(s) for the absence. Parents may use the school absence form to report all excuses for tardiness, absences, or early dismissals. A phone call to the Nurses' Office at ext. 20, a written excuse, Doctor's note or this form must be used for an excused absence. All reported absences must be documented within 48 hours after returning to school to be considered an excused absence.

Excused - Any absence, tardiness, or early departure for which the pupil has a valid school approved excuse. Such excused non-appearance shall include: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, military obligations, absences approved by the Principal in advance, or other reasons as may be approved by the Commissioner of Education. All students who are legally absent must assume responsibility for getting assignments and making up work in coordination with their instructor.

Unexcused – Any absence, tardiness or early departure for which the pupil has no valid school approved excuse. Such unexcused non-appearance shall include shopping trips, family vacation, oversleeping, skipping class, avoidable absences such as automobile failure, and any other absence that is not excused. Students who miss a work due to an illegal or unexcused absence may receive a "0".

Students will be given a one-half absence for arrival after 10:00 a.m. **On the day of a co-curricular activity a student must arrive by 10:00 a.m. and remain the duration of the day or they will not be able to participate unless they have a legal excuse.** (*Policy #7410*)

If your child is going to be absent, please call the school nurse at 326-4151, ext. 20 before 9 am. If we do not get a call from a parent or guardian, the OneCall system will be used to contact the parent or guardian at home and/or work.

Parents of students who "skip" school, leave campus without permission, or are illegally absent will be contacted and are expected to confer with the dean of students regarding the circumstances and actions to be taken in accordance with the code of conduct.

When a student is chronically absent, is frequently late, or continues to leave early, one or more of the following measures may result:

- a. Notification Letter / Parent Conference
- b. After-school detention, and/or In-School Suspension.
- c. Course removal
- d. Referral to Delaware Co. Social Services.