



WATERTOWN HIGH SCHOOL

324 French St., Watertown, CT 06795

Telephone: (860) 945-4810

Fax: (860) 945-3348

Mr. Thomas Hogrefe
Assistant Principal

Dr. Daniel Carroll
Principal

Mrs. Nicole Cote
Assistant Principal

WHS Student Attendance Contract 2018-19 (Adopted from BOE Policy 5110R)

Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence. Please refer to each department's late policy in the WHS Student Handbook.

Please review the information below and share with a parent/guardian. You will need to return the signed contract to your SSP teacher next week.

Attendance Policy Summary (Please refer to the WHS Student Handbook for the full policy):

- A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day.
- Any student who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year is considered truant. Disciplinary consequences can be administered for each class that a student is marked absent unexcused.
- A child whose total number of absences at any time during a school year is equal to or greater than 10% of the total number of days that the student has been enrolled at the school during the school year is considered a "chronically absent child."
- A student's absence from school shall be considered "excused" if a written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school. Consecutive days of absence are considered one incidence of absence.
- The first nine (9) days of absence will be excused upon receipt of a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.
- For the student's tenth (10th) absence, and all absences thereafter, documentation of the absence must be submitted (please see the WHS Student Handbook for specific information regarding this procedure).
- Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office.
- Students are considered tardy if they are not in their seats at the bell signaling the start of the first period class. If students arrive late, they must report to the office and sign in.
- The first three tardies to a class will result in a disciplinary consequence assigned by the classroom teacher. Any student who is late more than three times will receive an office detention for each tardy.

beyond three. A detention may be waived by an administrator if the cause of the tardiness is unavoidable. If a student is more than twenty (20) minutes late to a class, they will be considered absent.

Excessive absences will result in the following:

- A. When a student is truant, the building principal or his/her designee shall schedule a meeting with the parent/guardian and appropriate school personnel to review and evaluate the reasons for the student's truancy.
- B. Possible interventions/outcomes determined by the Attendance Review Board include but are not limited to:

-Continuation of disciplinary consequences/Restorative Interventions	-Involvement of School Social Worker, School Psychologist (for counseling)
-Revoking senior privileges	-Referral to WIST, PPT or Section 504
-Loss of Credit for the course(s)	-DCF involvement
-Referral to Juvenile Review Board for Truancy	

Follow-up meetings are also planned to determine success/areas for more intensive support as needed.

(Please detach here and return the bottom part of this form to your SSP teacher)

Student's Agreement

I have thoroughly read and understood the information contained in this agreement and understand the consequences if I do not abide by the WHS Attendance Policy:

Student Signature (dated)

Print Name

Parent's Agreement

I have thoroughly read and understood the information contained in this agreement and will make a commitment to reinforce the importance of attending school with my student:

Parent/Guardian Signature (dated)

Print Name