

ATTENDANCE (STUDENT ATTENDANCE POLICY—APPENDIX A)

In order to maximize learning and take full advantage of the school's resources, it is imperative that all students fully participate in the educational program. Frequent absences result in a disruption of the student's learning process.

- A. **DAILY ATTENDANCE** Each student is required to attend school each day except for the following reasons as stipulated by the New York State Education Department:
- a. Personal illness
 - b. Illness or death in the family
 - c. Impassable roads religious observance
 - d. Quarantine Court appearance
 - e. Health clinics and remedial treatment (Please try to make appointments after school or during vacations.)
 - f. Approved educational trips or military obligations

Students who enter school grounds are NOT permitted to leave without proper permission and notification to the main office.

B. **UNEXCUSED ABSENCE** Unexcused absences are those for which the student has no valid school-approved excuse. Such unexcused absences include shopping trips, hair appointments, driving test appointments, family vacation, oversleeping, skipping class.

C. **EXCUSES** In case of absence, only a parent/guardian's written explanation for the absence and the date(s) involved will be accepted. This written statement should be submitted to the student's classroom teacher, or the main office immediately upon the student's return to school. This written notice will be submitted to the attendance office where it will be recorded and filed by the school nurse.

D. **EARLY DISMISSAL** Early dismissal from a student's scheduled program is granted only with written notification from the parent or guardian. Unless otherwise indicated in the note, the parent/guardian must come into the main office to pick up the child. All requests to leave school grounds while school is in session must be cleared through the main office. Parents should keep in mind that frequent absences and early dismissals place an additional burden on teachers in their efforts to provide a successful educational program, as well as on the child, for make-up work is rarely as effective as being in class.

E. **MAKE-UP WORK AFTER ABSENCE** Students who are absent for any reason, are responsible to make up missed work. If the absence is of a legal nature, students will be

given approximately the same amount of time that was missed in class to make up assignments, and teachers will make every effort to assist them. Excessive absence from school and failure to make up assigned work can result in lower grades and possible failure. Students who have unexcused absences may have the privilege of teacher/school assistance for make-up work at the discretion of the administration. Failure to obtain make-up assignments will not be accepted as an excuse for missed work.

F. **TARDINESS TO SCHOOL** Each student must be present in his/her assigned classroom by the 8:00 AM bell. If a student arrives to school after 8:00 AM, he/she must report to the main office to be admitted to class. A student's tardiness to school/class disrupts the teacher's daily objectives, and also interferes with the educational program of all students in the class. These guidelines regarding school tardiness have been developed to encourage students to fully participate in the school program and to discourage poor attendance patterns.

ADDITIONAL GUIDELINES FOR GRADES 7-12

- Students who are tardy to school (and 1st period) three (3) times will be assigned to a scheduled detention period.
- Students required to stay for detention due to tardiness will not be dismissed early for activities, games, or practices.
- Persistent tardiness may result in extended detention, assigned office lunch, and/or loss of eligibility to participate in extra-curricular activities.

G. **TARDINESS TO CLASS** Students are expected to be present in each class prior to the sound of the bell. A student who is not present at this time will be considered tardy to class. Students must realize that tardiness to class affects their learning, as well as the learning of others. Classroom attendance will be recorded by all teachers for all classes. Any student who is tardy to class three (3) times in any semester will be assigned to a scheduled detention period.