

SECTION 2.3 ATTENDANCE REQUIREMENTS

Absences

Regular attendance is required by the State of New York and is essential to successful classwork. The state of New York requires that all students must be in attendance for a minimum of ninety percent of the instructional days to be promoted or to receive credit. Absences should be limited to an absolute minimum. Doctor, dental, and other appointments should be scheduled before or after school when possible. When the student is absent, please contact the appropriate school office by telephone or email of the absence and the expected duration. All absences (K-12) require a signed and dated note when the student returns to school. Makeup work is allowed for the following absences:

- 1) Verified illness by a doctor's permit or a note from parent
- 2) Bereavements
- 3) Verified medical appointments
- 4) School-sponsored: such trips approved by the superintendent are not considered absences if makeup work is completed within school guidelines. All work must be turned in the day following the absence, including taking tests or quizzes. The student is encouraged to turn work in prior to leaving for the activity.

Absences for other reasons (such as family trips, etc.) must be approved in advance and must adhere to the following guidelines:

- 1) Approval is dependent upon academic performance in all subjects.
- 2) For planned absences, teachers may be able to provide work for students in advance. If so, all the missed work is due on the first day the child returns to class. If the teacher is not able to provide the work, the student will be given the same time to complete the work as for other excused absences.
- 3) Students will be allowed the number of days absent to complete make-up work, tests, and other assignments missed if the teacher was not able to provide work ahead of the trip.
- 4) A student absent only on the day of a test may be required by the teacher to take the test immediately upon return.
- 5) When midterm and final exams are being administered, permission will not be granted for students to be absent from school, except for illness or family emergencies.

A student must have a note from a parent to be excused from Physical Education activities for 1-2 days. To be excused from P.E. activities for an extended length of time (3 or more days), a student must have a statement from a medical doctor specifying the need for such an excuse, the medically imposed restrictions and the approximate length of the recuperative period.

Excessive Absences

Elementary students should have no more than 16 absences for the year. Students exceeding 16 absences may not be eligible for promotion.

Secondary students should have no more than 16 absences for the year or 8 absences for a semester course in any class. Secondary students exceeding 16 absences for the year may not receive course credit for the year.

For students who exceed 16 absences for the year, the school may require students to make up days by one of the following:

- being assigned a home-bound tutor
- being assigned an approved tutor/tutorial program
- being assigned help sessions with the teacher in the 8th period sessions (9th-12th only)
- being assigned an approved summer school course (online/in class).

All of these options must be determined and approved by the administration.

A student who exceeds the allowable number of absences may request an appeal to waive the requirements for excessive absences. The administration will review the appeal request and determine whether the student should be required to make up the class time and work missed. Eligibility for credit due to extenuating circumstances is recommended only for extended personal illness, illness or death in the family, or quarantine. All academic requirements for passing the course must still be met. Where illness is a factor, medical notes will be required in determining retention, promotion, or issuing of credits.

Family Vacations

Parents are expected to pre-arrange extended absences at least two weeks in advance and complete the Family Trip For for administrative approval. Students will be counted absent, and teachers should be consulted regarding make-up work. Administration and teachers reserve the right to deny a family trip request if a student has exceeded their absences and is struggling in their academic performance, or is behind in their classwork.

Teachers may be able to provide work for students in advance. If so, all the missed work is due on the first day the child returns to class. If the teacher is not able to provide the work, the student will be given the same time to complete the work as for other excused absences.

Graduation Attendance

All seniors who meet the requirements for graduation are required to attend the graduation ceremonies. All students in eighth to eleventh grades are also required to attend graduation ceremonies to honor those that graduate and to participate in the moving up ceremony (please check the school calendar). Roll is taken. Students are required to wear chapel dress.

Leaving School Early

Parents wishing to take their student from school anytime during the school day must send a dated and signed note to this effect to the school office specifying the reason for the desired early dismissal. No phone calls, please. In order to alleviate any confusion, elementary parents are to sign their student out in the school office; middle and high school students may sign themselves out with parental consent through a signed and dated note.

NOTE: Students leaving the campus during the school day without written parental approval and acknowledgment by school administration are subject to major disciplinary actions.

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Tardiness (Grades K-6)

Elementary/intermediate students (K-6) who are tardy must be accompanied by a parent to the elementary office and present the reason for tardiness. At that time, the student will receive a tardy slip which they will need to present to their teacher upon arrival to class. The elementary office will determine whether or not a tardy may be waived and will keep an ongoing record of tardies.

Morning Tardy Consequences (Grades K-6)

K-3rd: The administration will make parent contact after a student has 3 morning tardies.

4th-6th: The consequences for tardies per quarter are as follows:

1st through 3rd Infractions: parent notification by email

4th and 5th Infractions: lunch detention in office

6th and 7th Infractions: 30 minute after-school detention

8th and 9th Infractions: 1 hour after-school detention

Additional Infractions: Saturday school from 9:00 am – Noon (\$25 fee)

Tardiness (Grades 7-12)

Students who arrive late to class cause a disruption to that class and miss valuable instruction. Students are considered tardy if they are not **in the appropriate room and seat at the tardy bell**.

All students arriving 15 minutes after class begins without an acceptable excuse (i.e., medical or dental appointment, etc.) will automatically receive no attendance credit in that class for that day and be marked absent.

Parents and students need to be aware that chronically late arrivals on a school day will be addressed as a disciplinary issue.

Secondary students who are late to school must sign in at the school office before reporting to class. Parents will be contacted when a secondary student has been tardy three times to a single class in a nine-week period. Tardies will accumulate for each class throughout the nine-weeks.

Morning Tardy Consequences (Grades 7-12)

1st through 2nd Infractions – parent notification by email

3rd Infraction – after-school detention for 3 days (total of 3 hours)

4th Infraction – detention for an additional 3 days and loss of any semester final exam exemptions. (*See Final Exam Exemption Policy- Seniors (12th grade) Only, p. 44*)

5th Infraction – Saturday school, 7:00 am – 10:00am (\$25 fee)

6th Infraction – parent conference and ISS for half day

7th Infractions – ISS for full day

Additional Violations – parent conference and additional consequences

Note: Students with three (3) or more tardies per quarter will not be eligible for conduct honor list or conduct honor roll.

Truancy

Truancy is the absence from school for any reason without the knowledge and consent of parents and school officials. Truancy is a violation of state law and, therefore, is considered to be a most severe violation of school policy. Classwork and assignments missed as a result of truancy are not accepted for credit, and a grade of 0 is given during a truancy period. Additionally, parents are notified, and the student shall be subject to disciplinary action. Upon a second incident of truancy, the student shall be subject to expulsion.