

# Attendance Policy

Attendance Line: 967-6100 ext 1950

(See Student/Parent Handbook and Board Policy 5100 for Details)

*It is the student's responsibility to clear all legal absences*

**Legal reasons for absences or tardiness** in accordance with **New York State Education Law** and the regulations of the **Commissioner of Education**:

- Illness
- Illness of death in the family
- Impassable roads or weather making travel unsafe (only the Superintendent of Schools is authorized to rule on this provision)
- Religious observance
- Quarantine
- Required appearance in court
- Approved music lessons
- Attendance at organized clinics
- Remedial health treatment
- Pre-approved or pre-validated college visitations

For other types of "excused" absences that the school recognizes, please refer to the Student Parent handbook. All absences must be cleared within 48 hours.

## **Procedure for Clearing Absences not Cleared by Parent/Guardians:**

If a student gets an automated call for missing class(es) and the student was not off campus legally, then it is the student's responsibility to go online to the ParentPortal to find out which class(es) he/she was marked absent. If the student was in class, he/she should speak with the teacher to clear the absence. If the student was with another faculty or staff member on campus, the student must speak with the faculty/staff member to clear the absence.

## **Un-cleared absences (cuts) will have the following consequences:**

1. Any work missed due to a cut from class will receive a zero.
2. When 14 excused or unexcused absences occur, there will be a required meeting to develop an action plan
3. When 23 excused or unexcused absences occur, a letter is sent home reminding families of possible loss of credit, as well as continued follow-up regarding future absences.
4. When 28 absences occur, a student shall not receive course credit.

The above applies to full year courses. For one semester courses the consequences will be adjusted accordingly, i.e: 7,12 and 14 absences respectively.

## **Leaving campus:**

Juniors and Seniors are allowed to leave campus during their lunch period or free period. All other students may not leave campus unless they have a note from a parent/guardian, and must sign out at the security desk.

## **Health Office:**

If you are not feeling well, please get your teacher's permission to go to the Health office. Any student who needs to leave campus due to illness must get processed through the Health office, at which point a parent/guardian will be contacted.