

ATTENDANCE POLICY

PLEASE READ THROUGH THIS FORM, YOU DO NOT NEED TO PRINT THIS OUT

Educational achievements demand consistent school attendance. Mineola High School's goal is to reduce unexcused absences, tardiness and early departures, to encourage regular attendance, to maintain an attendance record keeping system, to identify patterns of unexcused absences, tardiness and early departures and to develop strategies to improve school attendance.

Students between the ages of six and sixteen are required to attend school under New York State Education Law. It is imperative that each student and parent/guardian be aware of the importance of regular attendance and understands the consequences of excessive absence. Ongoing cooperation between the school and home is a necessity if students are to realize the full potential of the educational program. The following regulations are intended to encourage high school students to stay in school and attend classes regularly.

The attendance policy for the **2017-2018 School Year** is as follows:

Parent/guardian must report the absence or tardiness of their child to the attendance office each morning (237- 2689). Every absence, tardiness and early departure must be accounted for. Parents/guardians are responsible for notifying the attendance office within 24 hours of the absence or tardiness by providing a written excuse upon the student's return to school. **Excused absences, tardiness and early departures are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, inclement weather, religious observance, required court appearances, doctor appointments, approved college visits, approved cooperative work programs, military obligations or such other reasons as may be approved by the principal. All other absences, tardiness and early departures will be considered unexcused absences. Examples of unexcused absences and lateness are: truancy, car trouble, work, missing the bus, and oversleeping.** Failure to bring a note makes the absence or tardiness an unexcused one or truancy, and may result in disciplinary action. Those actions may include parent/guardian conferences, detention, or suspension. Students may also be denied the privilege of participation in or attending extracurricular events.

If a student cuts or is absent (unexcused) from a class 6 or more times during a semester course or alternate day course, he/she will be denied credit for that course. If a student cuts or is absent (unexcused) from a yearlong class **12 or more** times during the year, he/she will be denied credit for that course. If credit is denied because of absences, the student may not drop the course. Those students who wish to retake a failed course in summer school must continue to attend the course even if they are denied credit due to absence.

If a student cuts or is absent (unexcused) from a yearlong course **24 or more** times during the school year, he/she will not be allowed to attend summer school for that course. If a student cuts or is absent (unexcused) from a semester course or alternate day course 12 or more times during the school year, he/she will not be allowed to attend summer school for that course.

Absences that are school related, i.e. field trips, music lessons, **do not** count toward the unexcused absence total. Absences or late notes will be accepted up to one month after the date of the absences or tardiness. At the end of the semester or school year, notes will be accepted up to **one week after the last day of the class for that course**. Absences or late notes may be faxed into the high school at 237-2608 —Attention: Attendance Office. Parents/Guardians are eligible to have access to their child's attendance, progress reports, and report cards using our online parent portal. Go to www.mineola.k12.ny.us and select the High School Tab for more details.

A student may appeal the denial of credit to the Attendance Appeals Board. An administrator and two teachers will be present at the appeal. A parent must accompany those students under the age of 18 when the appeal is heard. **All appeals must be scheduled by the Appeals Board within 5 days of receiving notice that credit will not be granted.**

Seniors must maintain a course load of 7 credits throughout their senior year. If credit is denied during the senior year due to absence, it may jeopardize a senior's graduation.

Arrival/Departure from School

Students, once they have arrived in the morning, are not permitted to leave the school grounds for any reason unless approved by personnel in the Attendance Office and are signed out. Unauthorized leaving of school grounds may result in suspension from school. In addition, students are the responsibility of the school until dismissal. Students must have a pass from the Attendance Office in order to leave the school

building. For students in grades 10-12 who do not have a scheduled period 1 class, late arrival to school — in time for Homeroom at 8:12 A.M. — is permitted. For students in grades 10-12 who do not have a scheduled period 9 class, early departure from school — at the conclusion of period 8 — is permitted if a note from the parent/guardian is presented to the attendance office at the beginning of the semester. This is assuming that the student does not need to return for extracurricular activities. If a 10th or 11th grade student has 9th period free and elects to remain in the building, he/she must report to an assigned study hall.

There will be no loitering around school. A parent/guardian request for a student to leave for a medical, dental or other professional appointment must include the signature of the parent/guardian and must be presented to the attendance office when the student arrives that morning. It is important that the note requesting dismissal include: Time of dismissal, name and phone # of parent/guardian, and departure time and anticipated time of return. If a note is not provided, a phone call verification must be made to the parent/guardian.

Long-term Absence

If a student is absent from school for three or more days, medical documentation of the absence must be submitted to the attendance office and/or nurse upon the student's return to school. A student may be provided with homebound instruction if the student is absent for a prolonged period of time due to a short-term physical, mental or emotional illness. According to the State Education Department, an absence of at least two weeks is considered a prolonged absence. Such absences should be verified *by* the student's *physician*. School authorities *may* conduct a review of a *student's* school/medical history in order to promote the educational interests of the child.

Lateness to School

Students must sign in at the Attendance Office whenever arriving on school grounds after the start of classes. This rule is applicable to students arriving at school for the first time during a given school day as well as students returning from an appointment. The attendance for the school will be taken in a Homeroom period during the first three minutes of period 2. Attendance is also taken in each class period. If you have a first period class, you must arrive on time and report to your period 1 class. A student scheduled for a first period class who arrives to school late within the first five minutes of the period must report to their period 1 class where the teacher will handle the lateness problem. Anything after the first five minutes, the student must report to the Attendance Office. A pass will be issued indicating "excused" or "unexcused" lateness.

Lateness to Class

Students are responsible to be on time to each class. Teachers plan to use the full class period and want to start promptly. The interruption of class by a "late" student is discourteous and an example of irresponsible behavior. Lateness to class will be handled by the classroom teacher. Teachers will refer to administrators those students who exhibit a consistent pattern of lateness. This may result in detention. Failure to serve assigned detention may result in suspension.

Cutting

We are proud of our excellent class attendance record. A very small percentage of students cut classes. When this occurs, we afford counseling for the student and parent/guardian when appropriate to help deal with the problems that cause cutting and also follow a discipline progression.

Attendance Incentives

Students with perfect attendance shall be identified and recognized by being listed on an "attendance honor roll", be given a certificate for their achievement or be eligible to earn quarterly incentive prizes.