

ATTENDANCE

The Commissioner of Education has instituted stringent requirements for school attendance and has placed significant responsibility on students, parents/guardians and schools in this area. Clearly, it is understood that honesty in reporting absence is extremely important. New laws and regulations give very little latitude to parents or schools in determining what constitutes excused and unexcused absence. **Excused** absence generally includes sickness, death in the family, health treatment and court appearances. **Unexcused** absence occurs when students are absent from school with the knowledge and consent, stated or implied, of their parent(s) for reasons other than those noted above. Examples of unexcused absence include, but are not limited to: family vacations during school time, a student needed at home, babysitting, oversleeping or simply being too tired. Truancy occurs when students absent themselves from school without their parent’s knowledge or consent. St. Dominic High School is mandated to comply with, and supports, the Commissioner’s Regulations.

Excused The following reasons for absence or tardiness may be considered excused.	Unexcused The following reasons for absence or tardiness would ordinarily be considered unexcused.
<ul style="list-style-type: none"> • <u>sick</u> • <u>scheduled</u> medical appointments • <u>sickness</u> or death in family • <u>day of</u> religious observance • <u>bad</u> weather; impassable roads • <u>court</u> appearance • <u>family</u> emergency • <u>district</u> bus problem • <u>college</u> interviews (limit 2) • <u>funeral</u> • <u>other</u> school activity 	<ul style="list-style-type: none"> • <u>music</u> lessons • <u>take</u> child to work • <u>high</u> school visits • <u>family</u> trips • <u>CYO</u> trips • <u>didn't</u> have a ride • <u>truant</u>

To receive credit for a high school course, a student must be physically present for 90% of the yearly instructional time for that course. Since most courses meet 180 days throughout the school year, any student who is absent for more than 18 days of instruction, may not receive credit for that course. Each case will be reviewed by the administrative team and a recommendation will be made to the high school principal who will make the final decision to award or deny credit. All absence and lateness, whether excused or not, including award of credit, become part of a student’s permanent record and may have serious implications when applying to college and/or for prospective future employment.

Class attendance is mandatory. Students who are found to have cut class are subject to detention and/or suspension. Placement on the Honor Rolls, sports teams and clubs/activities will be in jeopardy for absences in excess of 6 days per trimester. Students who are habitually absent will be brought to the attention of the administration and suitable action will be taken including a mandatory parental conference. If the situation persists, the student may be subject to further action including mandatory doctor's notes, loss of course credit and possible expulsion.

1. ABSENCE AND TARDINESS

- a. Students are required to be in attendance on all days that school is in session. Students who arrive at school after or leave prior to 11:00 am will be considered absent for the entire day.
- b. It is the responsibility of the student who is absent to obtain all missed assignments and notes. All missing work, including tests, quizzes, labs and reports, must be submitted to the teacher within one cycle. In the event of an extended absence, a parent should contact the Guidance Department to arrange for assignments to be forwarded.
- c. Students who are absent from school (including section a above) may not participate in any after school activity (athletic or non-athletic) on the day of the absence.

Description of the specific strategies to accomplish each objective

- Attendance will be taken at the beginning of each school day prior to the first period of instruction.
- Attendance will be taken at the beginning of each scheduled class period when pupils move freely between classes.
- Attendance will be taken on class and/or school field trips

2. PROCEDURES TO BE FOLLOWED WHEN A STUDENT IS ABSENT OR ABSENT FROM AN EXAM:

- a. On each day of a student's absence, a parent **MUST** call the ATTENDANCE OFFICE BY 9:00 a.m. to report the absence.
- b. Upon return to school the student must present a written note, specifying the dates of absence and the reason, signed by a parent or guardian, to their homeroom teacher. Please be aware that written verification is required by law and must be kept on file by the school. A parent's failure to provide an absence note upon a student's return to school will not be accepted as an excuse and the student may be assigned detention.
- c. **IF A STUDENT IS ABSENT FOR A MIDTERM OR FINAL EXAM BECAUSE OF ILLNESS, A DOCTOR'S NOTE WILL BE REQUIRED BEFORE A MAKEUP EXAM WILL BE ADMINISTERED.**

- d. In the event that you are absent from school and miss a New York State Regents Examination, be advised that there is NO make-up examinations. You must arrange to take the exam next time it is offered.

The following coding will be used. Marginal notations may be made for clarification.

Excused	Code	Unexcused	Code
Sick	S	Trip/vacation (family, CYO, etc.)	TRP
Medical appointment (limited hours)	MED	Music lesson	A
Family sickness/death/emergency	FS	Take child to Work day	A
Religious observance	RO	Visit to high school	A
Court appearance	EC	Problem with car/ride	A
Weather/impassable roads	WE	Other (not deemed acceptable)	A
District transportation	ED	Trip	TRP
Other (documented/noted)	OD		
Other School Activity	OSA		
College Interview	CI		
Funeral	FNRL		
Medical Abs. Home Tutoring	MABHT		
Retreat	RE		
	Out of school suspension	OSS	
	In school suspension	ISS	

3. TRUANCY

Truancy (“cutting” all or any part of a school day) is unacceptable and will result in an in-school suspension.

4. LATENESS

Lateness falls into two categories, late to school and late to class. No student will be excused for lateness. Students who are habitually late to school or class will be assigned detention.

5. EARLY DISMISSAL

- a. Parents requesting early dismissal for their child should be mindful of the criteria for excused and unexcused absences. Doctor’s appointments should be made outside of school hours. In the event that such arrangements cannot be made and an early dismissal is required, the following procedures must be followed:
- b. The student must present a note signed by a parent to the Attendance Office by 7:50 a.m. indicating the time of and the reason for the dismissal.

- c. If someone other than a parent is picking up a student, the name of that person should be included in the note.
- d. The person picking up the student must report to the Attendance Office to sign out the student.
- e. In the case of a doctor's visit, a note from the doctor on his/her stationery must be presented upon return to school.

6. THE CLASS DAY

Students are expected to be at school by 7:50 am every day. Students who are late to school, regardless of the reason, must report to the Attendance Office before going to class. If a student arrives late on a bus, a LATE BUS pass will be issued. In the event a student becomes ill during the school day, the classroom teacher will issue a pass to the Nurse's Office. If the Nurse believes that the student is not well enough to stay in school, a parent will be notified and asked to come pick the student up from the Nurse's Office. ALL CALLS TO PARENTS MUST BE MADE FROM THE NURSE'S OFFICE.

Identification of the person(s) designated in each school building who will be responsible for:

- reviewing attendance records
- initiating appropriate action to address unexcused pupil attendance according to the comprehensive attendance policy
- The principal has full charge of the internal administration of the school.
- The principal may designate a school administrator or teacher to assist with implementation of the comprehensive school attendance policy. Such designee will be identified for the beginning of the school year.
- The principal and/or designee will review attendance data to look for patterns of unexcused absences and will initiate interventions to reduce such unexcused absences.
- The Attendance Secretary is the one responsible to identify and follow up on attendance concerns.
- School policy includes guidelines for teachers and for the school nurse.