

## **ATTENDANCE REQUIREMENTS AND PROCEDURES**

The Thousand Islands Central School District has approved a Comprehensive Student Attendance Policy as required by the New York State Department of Education. Students and parents should refer to the full text of the Board of Education approved policy as the definitive guide for attendance questions. The policy is available upon request from the District Office.

Regular attendance is extremely important. The relationship between poor attendance and the potential development of school failure, maladjustment and delinquency is well known. In addition, post-secondary schools, colleges and employers consistently want information regarding students' attendance.

Whereas attendance patterns are the result of habits, good or bad, developed during the years an individual is in school, parents have a responsibility to encourage regular and prompt attendance on the part of their children.

All students are required to be in their first period/homeroom by 7:35 a.m. for daily attendance and announcements. Parents are requested to contact the Attendance Clerk at 686-5594 x 5001 by 9:00 a.m. whenever their child is absent. When a student is absent or tardy to school, parents/guardians must provide the school with a note explaining the reason. Written excuses should indicate specific dates as well as the reason for the absence or tardiness – and should be submitted immediately upon the student's arrival to school. In cases of repeated or long term absences a note from a medical doctor may be required. School hours are legally extended until 5:40 p.m. to accommodate academic, extra-curricular and disciplinary activities each day.

The Thousand Islands Central School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards:

1. Excused: An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, approved attendance to school-sponsored events, suspension from school or in-school suspension where the student attends the required alternative instruction or other such reasons as may be approved by the Board of Education.

Proof of documentation for the absence may be required by the Thousand Islands Central School District in order to determine if the absence will be deemed excused. An absence due to personal illness will be excused only where an excuse is submitted by the student signed by his/her parent-guardian within two (2) days of the student's return to class.

2. Unexcused: An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, hair cut, obtaining learner's permit, road test, oversleeping), or if the proper excuse or verification is not submitted by the student.

No distinction will be made between excused and unexcused absences when calculating absences for possible denial of credit or for assigning grades.

Whenever possible, medical and dental appointments should be scheduled outside the regular school day. Students having such appointments on a regular basis should schedule them so as to avoid missing the same class each time. **Any student who is absent or leaves early due to illness is not allowed to attend or participate in activities or events on the respective day.**

## RE-ADMISSION

A written excuse, indicating the date of the absence and the reason should be signed by the parent/guardian and brought to the main office before going to homeroom upon return from the absence.

## EXCUSES

Excuses for absence and tardiness from school should be given to the attendance officer before homeroom. All excuses must have the date of the absence, reason for the absence, and signature of the parent or guardian. Students being released early from school must have a written note from their parents and should bring their note to the main office prior to homeroom. Students will be given an early departure slip by the main office and use this slip as their departure pass for the designated time. Students arriving at school late must check in the high school office and bring their excuse directly to the main office. Students being excused from vocational school must receive a pass from the Thousand Islands High School Main Office prior to going to their vocational session. A phone call from the parent or guardian to the office requesting that a student be excused, followed by a note, will only be accepted for emergencies.

Students arriving late to school without a written excuse will be handled in accordance with the discipline policy, which states an hour detention for every 3 tardies.

Written excuses are required for all absences, early dismissals and late arrivals to school. A doctor's note may be required for absences exceeding three consecutive days. In addition, parents are requested to call the high school office at (315) 686-5594 ext. 5001 any time a student will not be in attendance.

## REQUIREMENTS FOR CREDIT

To receive credit for any course in grades 9 – 12, a student must:

1. Have a passing average.
2. Take a final exam regardless of his/her average.
3. Not exceed an absence limit of thirty (30) classes for a year-long course or fifteen (15) classes for a semester course.

Students are expected to attend all scheduled classes. For students in grades 9 -12, each student's presence or absence shall be recorded after taking attendance during each period of scheduled instruction (period by period attendance). Consistent with the importance of classroom participation, student absences, tardiness, and early departures may lead to a denial of credit for a course or courses.

If a student is late to a class (tardy) or leaves before a class is completed (early departure) and fails to be in class for at least half the class, that student will be considered absent from class.

As previously stated, no distinction will be made between excused and unexcused absences when calculating absence for possible denial of credit. For any student enrolled in courses at the high school level, any student exceeding thirty (30) absences in a full year course or fifteen (15) absences in a half-year course may not receive credit for the course. Students exceeding the maximum amount of absences in a given course will be denied the right to take the final exam in that course. These students may be denied course credit because they have not completed all course requirements. The only absences that may not be included for calculating total absences from class are ISS, OSS, and participation in a school-sponsored activity such as band or chorus lessons: all others count as an official absence. **Absences due to extended illness of five consecutive school days or more, as verified by a medical practitioner, will not be counted toward the denial or course credit if required work is completed as outline below.**

Upon returning to school following an absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work assignments and/or tests in accordance with the time schedule specified by the teacher but not to exceed ten (10) school days from the day the student returns. The teacher may give make-up work above and beyond what was originally assigned (e.g. alternative quiz, essay, etc.).

Students exceeding the maximum amount of absences must continue to attend class and submit all required work. Their work will not be graded, but acknowledged and recorded by the teacher. Students who do attend the course and turn in all remaining work will be given the opportunity to attend summer school; students who fail to complete all work may be denied the privilege of attending summer school and may be faced with repeating the required course.

Some situations regarding student attendance may require administrative decision-making due to extenuating circumstances.

### **ATTENDANCE LEVEL REPORTING**

Parents will be notified by mail when a student reaches the following attendance levels:

<u>Full-Credit Course</u>	<u>Half-Credit Course</u>
8	5
15	10
30	15
31 (no credit)	16 (no credit)

### **CLASS ATTENDANCE PROCEDURE**

All students are required to be in attendance in class. Absences from school, clinic visits and class cuts are all considered absences from class and will be recorded by each individual teacher. If a student misses more than 30 days (15 for a ½ year course or 8 for a quarter class) of a class, he or she will lose the right to take the final exam in that course and therefore may be denied course credit due to not completing all course requirements.

**Step 1:** After the 8<sup>th</sup> (5<sup>th</sup>) absence in a class, a letter will be sent home notifying the parent and student of the numbers of days missed.

**Step 2:** After the 15<sup>th</sup> (10<sup>th</sup>) absence, a letter will be sent notifying parents of the numbers of days missed and the consequences for additional absences from that particular class. At this point it is mandatory that the parents and students contact their guidance counselor and/or principal to discuss the impact of being denied credit for this course and the impact toward graduation requirements. Students at Step 2 will be placed on **Social Warning** and are in jeopardy of losing student privileges – including dances (both formal and informal), extra-curricular field trips, hall privileges, student parking, senior picnic area, and class activities. SNHS members will lose lounge privileges and will be required to have a pre-signed pass for the library.

**Step 3:** After a student reaches the 30<sup>th</sup> (15<sup>th</sup>) absence they will be denied course credit. Students at Step 3 will be placed on **Social Restriction** and not be afforded student privileges – including dances (both formal and informal), extra-curricular field trips, hall privileges, student parking, senior picnic area, and class activities (excluding Prom, Sr. Trip, Sr. Banquet, Sr. Awards Night and Graduation).

Note: If a parent/student anticipates an extended absence due to illness, etc. they should make arrangements as soon as possible for a tutor so that the student is not dropped from a course.

(\*) – denotes ½ year course.