

## **ATTENDANCE/TARDINESS POLICY**

Every student has a right to educational opportunities that will enable the students to develop his or her full potential. Attendance/tardiness policies are based on the principle that regular and punctual school attendance maximizes the student's interaction with his or her teachers and peers and is a major component of academic success. In addition, the establishment of acceptable attendance habits/patterns is critical if students are to be successful. In light of the relationship that exists between achievement and daily attendance, the following Attendance/ Tardiness Code has been established by the Bay Shore School District for all Bay Shore students.

Frequent absence of pupils from classroom learning experiences disrupts the continuity of the instructional process. The myriad benefits of regular classroom instruction cannot be replaced, even by additional after-school instruction. Indeed, many pupils with high absentee rates only achieve mediocre grades in their academic programs. To maximize success for each individual child, students must participate in well-planned instructional activities under the tutelage of a competent teacher.

## **HOMEWORK REQUESTS FOR VACATIONING STUDENTS**

Families are encouraged to take vacations when school is closed. It should be noted that absences due to family vacations are considered unexcused (illegal) absences in NYS. Remember that all assignments are designed to follow lessons provided by the teacher. Students who go on vacations when school is in session will miss introductory and follow-up explanations of concepts and procedures provided by the teacher. Often, students' grades drop following extended absences. However, if you find it impossible to make family vacation time coincide with school holidays, please be aware of the following policy. You may request a maximum of two weeks of school work.

1. Homework must be requested, in writing, one week prior to the vacation. Please specify vacation dates in your request. High school students must complete the Parent's Notification of Students' Absence Form as well. Absences will count against the high school policy.
2. During the student's absence, teachers will provide texts or other reading materials/worksheets that deal with the concepts to be taught in class, when possible.
3. After his/her return to school, the student will have one week to make up specific class assignments, tests, or projects missed. A student may be required to stay before or after school to do so. It is the family's responsibility to see that a student makes up missed work.
4. The student should be encouraged to read for pleasure during vacation. If plans include an extended stay (one or more months) in another state or country, parents should consider enrolling the child in a school in that locale.



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## **BAY SHORE UNION FREE SCHOOL DISTRICT**



## **ATTENDANCE/TARDINESS POLICY**

# **2011-2012**

**Bay Shore Union Free School District**

75 West Perkal Street

Bay Shore, NY 11706

Home Page: <http://www.bayshoreschools.org>

## ELEMENTARY SCHOOL

### PROCEDURAL STEPS

1. Parent/guardian must contact the school immediately to report an absence. If no call is made, the nurse or designee shall attempt to call the home of the absent student.
2. Children are responsible for all work missed. After two (2) consecutive days of absence, the parent must contact the child's school to arrange for work to be sent home.
3. After five (5) days of consecutive undocumented absences, unless a serious illness has been documented, or if a pattern of lateness is detected, a referral will be made to the social worker who will contact the parent/guardian.
4. After five days of undocumented absences, a letter from the principal will be sent to the home, with a copy sent to the district attendance office.
5. Thereafter, cumulative undocumented absences of five (5) days within any marking period without a doctor's note will result in a follow-up letter from the principal and notification to the district attendance office.
6. Cumulative undocumented absences of fifteen (15) days or more will result in a letter warning the parent that Child Protective Services may be notified should any future absence occur.
7. After 15 days of absence, the parent will be required to meet with the building principal, the nurse, the classroom teacher, and the social worker to explain the excessive absences, as well as work out a plan for the child to make up all work.
8. For absences beyond Step 7, Child Protective Services will be notified. A charge of educational neglect may be registered.
9. Absences in excess of thirty (30) days in any school year without home instruction that result in academic deficiencies may result in the child's being retained at the current grade level the following year.

## MIDDLE SCHOOL

### TARDY TO SCHOOL

1. Students must sign in at the front desk with a note explaining tardiness.
2. Students' reasons for tardiness will be assessed (excused, unexcused as per definitions).
3. Beyond three unexcused latenesses per quarter, parents will be notified and consequences will be assigned as follows:
  - 3-4 unexcused latenesses will result in an after-school detention.
  - 5 unexcused latenesses will result in a Saturday detention. Cutting a Saturday detention is considered insubordination and will result in an application of the Code of Conduct.

### ABSENCES

1. A student must provide a note to his/her advisory group upon returning to school.
2. Notes must be received within five days of a student's return to school and must include the date and reason for his/her absence.
3. If a note is not received, a referral will be sent to the administrator and consequences will be assigned as follows:
  - 1-2 missing notes will result in one after-school detention.
  - 3-4 missing notes will result in a Saturday detention.

NOTE: A student with a pattern of absenteeism and tardiness will be referred to the guidance office. Chronic attendance problems will be reported to the social worker, the district attendance officer, and the appropriate social/legal agency.

## HIGH SCHOOL

### SCHOOL ACTION

1. A student must be in attendance no less than 90% of the scheduled days of instruction in order to receive course credit. Therefore, a student may be absent no more than: a) 18 periods in a full-year course; b) 9 periods in a half-year course; c) 27 periods in a science lab class; and d) 36 periods in a double period class; and e) PE 5 periods.
2. A student who exceeds the number of class absences will be denied course credit. The student must remain in the course and complete all work while he/she "audits" the class, in order to remain eligible for summer school.
3. Latenesses of more than 5 minutes without a valid pass will result in a class absence.
4. Student illness, illness or death in the family, an urgent medical appointment that is documented and cannot be scheduled outside the school day count as absences against the minimum requirement.
5. A student will not be considered absent if he/she is authorized by school officials to be somewhere other than in his/her regularly scheduled class, such as a field trip, a music lesson, etc.

### STUDENT/PARENT RESPONSIBILITIES

1. Adherence to the attendance policy requirements will allow a student make-up privileges. A student who is in violation of the attendance policy, and does not bring in a note within the required five (5) days, will not be allowed to make up any missed work or exams.
2. Upon the student's return, a written excuse signed by the parent/guardian must be submitted within five (5) school days or student will lose make up privileges.
3. Absence note must state reason and date.
4. Students must show each teacher the "Student Attendance Admittance Slip" within five (5) days.

### SCHOOL SPONSORED ACTIVITIES

1. A student is responsible for missed work.
2. Attendance in school-supervised programs (Ethnic Pen, Law Day, field trips, etc.) will NOT be included in the minimum attendance requirement.