

ATTENDANCE

Absence

If your son or daughter will be absent from school, we ask a parent to call the **Attendance Office (478-2040)** before 9:00 am. We have voice messaging, so you can leave a message if necessary. All absences from school are considered either excused or unexcused according to State Education Regulations. This is also true for lateness or early dismissals.

<u>Excused Absences Include:</u>	<u>Unexcused Absences Include:</u>
<ul style="list-style-type: none">• Illness• Illness/Death in Family• Impassable Roads or Weather• Religious Observance• Quarantine• Required Court Appearances• Approved College Visits• Approved Cooperative Work Program• Military Obligation	<ul style="list-style-type: none">• Family Trips/Vacations• Sleeping Late• Jobs• Missing the School Bus• Appointments other than Necessary with a Physicians• Dropping Off a Family Member at Another School

All absences (excused and unexcused) require a signed note to be handed in to the Attendance Office on the day the student returns to class stating the days missed and the reason. If the reason is an excusable reason, it will be recorded as such. These notes are kept on file according to State regulations.

Students absent from school have the responsibility of contacting other students for all assignments and checking with teachers for make-up assignments.

Students who are reported absent who come to school for any reason (to get books or other materials) must check in at the attendance office and leave promptly after gathering the necessary items. A student who is identified as present in the building or on school grounds and who is not signed in will be subject to disciplinary action.

Lateness

Classroom instruction at Garden City High School begins at 7:40 am. Students who are not in their assigned first period class by 7:40 am are tardy to school. All students must report to the Attendance Office immediately upon entering the building when arriving after 7:40 am. The Attendance Office is located at the Merillon Avenue–Main Entrance. Students may not come to school late and loiter in the cafeteria or elsewhere. Violations will result in disciplinary action.

We appreciate a call when you tell us your son/daughter will be late, but lateness to school is recorded as unexcused unless a valid note is presented in the Attendance Office on the day of the lateness or the next day (see above for valid reasons). Students arriving late from an appointment with a physician should bring in a note from the physician.

Unexcused Late Consequences: Arrival after 8:00 am:

A student is issued 1 official detention for each period missed. Missing more than ½ a period counts as a period missed. Students must serve detention within two days of the detention having been assigned.

The Period 1 teacher will also assign detention if a student is late 3 times. Failure to serve official detentions can result in an In-School Suspension being assigned.

Early Dismissals

We **CANNOT** dismiss students based on a phone call. Students should bring a note to the Attendance Office BEFORE FIRST PERIOD. We will then record the dismissal as excused or unexcused based on the excused list and issue them a dismissal pass if needed. Parents can also come to the Attendance Office and sign their son or daughter out of school if necessary. Dismissals should be avoided if at all possible, and to be recorded as excused, the dismissal must meet the criteria for excused absences listed above. If a student becomes ill during school hours, they should report to the nurse who will contact parents and arrange for the students to return home if necessary. Parents then need to sign their son or daughter out of school from the nurse's office.

Please note: Students will not be excused from school or missed classes by bringing in a note after the fact. High school students are required to know school regulations and get the required note from a parent beforehand or have the parent sign them out. Any student who leaves school without authorization will be assigned consequences for leaving and for any missed classes. Students are considered in school as soon as they arrive in the morning, even if the time is before 7:40 am.

Medical or dental appointments during the academic day are discouraged. They are permitted only upon presentation of a parental written request to the attendance office before period one on the day of the appointment. School authorities may verify appointments. Please provide documentation from a doctor.

The student who finds it necessary to leave school at any time during the academic day (7:40 am -2:43 pm) is reminded that this is possible only with the permission of the school nurse, Assistant Principal or Principal. If a student leaves school without prior authorization, he/she is considered truant.

Activities:

Students cannot participate in any school activities including clubs and sports on a particular day if:

- 1) They are absent from school that day
- 2) They arrive late to school and miss their first period class
- 3) They cut one or more classes
- 4) They are dismissed from school

Lateness to school after first period with a physician's note will allow the student to be eligible that day if the student is physically fit to participate. Dismissals for appointments with physicians or other administratively approved dismissals will allow the student to be eligible.

Chronic Truancy and Tardiness

The Board of Education believes it is important to ensure that students are maximizing classroom time since class attendance and participation are integral parts of the students' learning process. Chronic tardiness and truancy are disruptive to both teachers and fellow students. A student is considered excessively tardy if tardy on more than four occasions within a four-week period. Each instance of tardiness must be explained by a written note from a parent or guardian. Appropriate disciplinary action shall be taken by the Building principal for acts of truancy or tardiness. Absence and tardiness from school are part of each student's permanent record.

Senior Privileges

Students are not permitted to leave the school during the school day unless they have been granted a senior privilege. Seniors who leave during this time and are unable to return to school due to sickness **MUST** call the attendance office immediately – parents will also be contacted. Seniors utilizing privileges must exit/enter the building at the Merillon entrance only.

Appointments

If students have a legitimate appointment with a counselor, music teacher etc. they should give the classroom teacher a pass before the appointment. Students seeing the nurse must be officially signed-in with the nurse during

class time. Students cannot miss a class to see another teacher for any reason unless they receive permission from the teacher of the class they are missing. Scheduled appointments with guidance, visits to the nurse or administrators, music lessons or other sanctioned appointments are considered excused misses. Students are responsible for all missed work.

Credit Denial

Students with more than 9 unexcused absences for a semester course or 18 unexcused absences for a full year course will not receive credit for that course. However, students with properly excused absences may make up the work for each absence, and those will not count toward the minimum standard. Parents will be notified via letter every five weeks if their student is in danger of losing credit.

Appeals Process: Appeals can be made to the Student Review Team (SRT) through the student's school counselor. Appeals must be made within 5 days of receiving notice that credit will not be granted. The SRT committee will make a recommendation to the building principal who will make the final decision on denial of course credit.

Only those students with excused absences will be given the opportunity to make up a test or other missed work and/or turn in late assignments for inclusion in their final grade. Parents will be asked to sign the late assignments as an acknowledgement that work has been submitted.

Contact: Assistant Principal

Cumulative Record

Students should be aware that tardiness and absences are cumulative and carry over from quarter to quarter. If the student's pattern continues, he/she will be referred to the Administration to be placed on attendance probation. The terms of the probation will be determined by the administrator. Seniors who are on attendance probation may lose their privileges.

Students and parents should be aware of the fact that absence and tardiness from school are part of each student's permanent record. Colleges and potential employers frequently request these statistics. This data is also considered when students seek entry to all GCHS Honor Societies.

A good attendance record will help students attain proper instruction and excellent grades during their four-year high school career. Please help us in our efforts to have all students maintain an excellent attendance record.

If you have any questions or concerns regarding your child's attendance, please contact the Attendance office or his/her Assistant Principal.

Mr. Cohn – Grades 9 and 11

Mr. Perrotta – Grades 10 and 12