

HIGH SCHOOL ATTENDANCE POLICY

The primary purpose of a school is to educate its students to become responsible citizens and to prepare them for entry level employment or higher education. It is extremely important that the student attends classes daily so that the process of education progresses. In those instances where students are not present for instruction, something is lost which cannot be regained. Where this loss is too great, the student shall be unable to successfully complete the requirements of the courses. Any absence from class will be detrimental to learning, and in some cases, just a few absences at critical periods of instruction could result in a serious lowering of the student's grade. Although the school will attempt to keep the parents informed of excessive absences so that lower grades or failure will not come as a surprise, it should be understood that ultimately, it is the legal responsibility of the parent/guardian (and obligation of the student) to see that attendance at school is on a regular basis.

In the beginning of each school year, all students will be required to complete an Attendance Contract. Students attending CV-TEC will sign an additional contract. In general, students will be allowed to make-up missed class assignments up to the maximum of 18 absences. After 18 absences in a full-year course or 9 absences in a semester course, no make-up work will be given, unless otherwise determined by the outcome of the attendance hearing.

Students who are absent from a ½ year courses in excess of 9 days and from one-year courses in excess of 18 days shall not receive course credit. For course credit purposes, all absences, excused or unexcused will be counted. The decision to deny credit shall be the responsibility of the building principal based on the outcome of a previously held attendance hearing

- To receive credit for attendance in a specific class, a student must be present for a minimum of 30 minutes.
- Students enrolled in Champlain Valley TEC (CV-TEC) Vocational Education programs are allowed 15 absences before credit may be denied.
- If a student is absent from school, the parent/guardian should inform the school (by phone) of the reason for the absence as early in the school day as possible. This will prevent unnecessary phone calls to the home by the Attendance Officer.
- A written excuse (including reason) MUST still be submitted to the office within 5 days. Excuses for absences ARE REQUIRED BY NEW YORK STATE LAW! Upon returning to school, the student must have a written explanation giving the following information:
 - Student's name, Date(s) of absence, Grade, Reason for absence, Signature of Parent/Guardian, -Letters/notes for absence due to court appearance, college visits and doctor visits are required.
 - When a student needs to be dismissed prior to the end of the school day, a note (signed by the student's parent/guardian) stating the reason and time of dismissal should be submitted to the office prior to the 1st period. In the rare case that an emergency requires that a student leave unexpectedly that parent or guardian should call the High School Office and request for their child to be dismissed.
 - Chronic absences, tardiness, or truancy will be investigated and, if not corrected, will be reported to the proper authorities or outside agencies.