

- On notification of the 7th absence for half-year and 17th absence for full-year courses, the student's guidance counselor will arrange a conference for the student, parent or guardian, and the teacher of that course.
- When a student reaches 20 absences for a full-year course or 10 absences for a half-year course, written notification of denial of credit will be provided.

Make-Up Work or Tests

Students are eligible to make-up work that is missed during an excused absence only. Work missed during an unexcused absence will result in loss of class credit for that period. It is the student's responsibility to meet with the teacher to make arrangements to make up work. It is the teacher's responsibility to provide the student with the opportunity to make up missed work. Students must meet with the teacher immediately upon return to school to make arrangements to make up work. All worked missed during excused absences must be made up within 5 days of the student's return to school. Students who are unable to attend school or class due to participation in a school sponsored activity should pre-arrange make-up work with their teachers whenever possible.

Due Process Rights Regarding Credit Denial

- The principal or his/her designee will hear the appeal by the parent/guardian and the student. Only the reasons for absence or record keeping can be questioned.
- The appeals hearing may involve the principal or his/her designee, guidance counselor, classroom teacher, student, and parent or guardian.
- The appeal must be initiated in writing by the parent/guardian and student and received by the building principal no later than five (5) school days after the written notification of the denial of credit was received.
- The appeal hearing will be convened within five (5) school days of the written receipt of the appeal.

Annual Board Review

The Deer Park UFSD Board of Education will review the Attendance Policy annually to evaluate its' effectiveness. The Board of Ed reserves the right to make changes to this policy that it deems necessary to improve student performance.

STUDENT LATENESS

For the purpose of clarification in implementing this policy, the following term is defined as follows:

Lateness: Entering school after the beginning of the start of the school day.

Lateness to school is interpreted as partial truancy by the Family Court System and Probation Department. A chronic or excessive pattern of lateness to school may result in a referral for a **PINS** (Person in Need of Supervision) petition or intervention by **CPS** (Child Protective Services).



STUDENT DISMISSAL PRECAUTIONS

No student may be released from school to anyone other than the parent, guardian or child protective services personnel and law enforcement officers pursuant to law, unless the individual's name seeking release of the student appears on the emergency card provided by the parent or guardian.

Parents are urged to make necessary appointments or doctor visits **AFTER SCHOOL HOURS**. If any emergency or unforeseen situation should arise students will only be released in care of their parent or guardian, unless otherwise noted. **NO** student may be dismissed early from school unless they are physically released to their parent or guardian when they appear in person to pick them up from the school building.

A student may be released to either parent unless a custodial parent supplies the Superintendent of Schools with a certified copy of a court order or divorce decree to the contrary. These documents will be kept on file in the students cumulative folder at the building level and (flagged if a restriction is indicated), in addition the information will be noted in the student data field in the computer program.

The Superintendent shall develop procedures to enable parents and guardians to amend the list of persons authorized to obtain a release of their children.

DEER PARK UNION FREE SCHOOL DISTRICT

ATTENDANCE/TARDINESS POLICY HIGH SCHOOL



**Deer Park Union Free School District
1881 Deer Park Avenue
Deer Park, NY 11729
(631) 274-4001**

**James Petti, LMSW
District Attendance Teacher
(631) 274-4133**

www.deerparkschools.org

Deer Park High School Attendance Policies and Procedures

Statement of Philosophy

The process of education requires continuity of instruction, student's classroom participation and regular student interaction to foster academic achievement.

Therefore, daily attendance and participation in all classes is required. In addition to subject matter, classroom lessons foster social interaction, development of effective communication skills, critical thinking, concept attainment, and skill development. Textbooks or make-up assignments are not an adequate substitute for classroom instruction. Students who do not attend class regularly will be in jeopardy of failing their course because they have missed valuable learning time and experiences. It is imperative that each student and parent be aware of the importance of regular attendance and understands the consequences of excessive absence.

Notification Process

Successful implementation of the attendance policy requires cooperation among all constituents of the Deer Park learning community. Parents, guardians, students, teachers, and other community members will receive notification of the Deer Park UFSD attendance policy. The following are ways in which this policy will be communicated with parents, teachers, and students:

- Letter sent home to all students regarding the attendance policy at initial implementation, as well as at the beginning of each subsequent school year.
- Policy will be posted on the school website at www.deerparkschools.org.
- Policy will be discussed at Freshman orientation in August.
- Policy will be discussed on Back to School night by individual teachers.
- Presentation and handout at grade level orientations held during the first week of school each year.
- Policy will be added to the student handbook in the 2010-11 school year
- Policy will be included in the course selection booklet which will be handed out in February 2011.

- A letter outlining the policy will be sent home with the 1st, 2nd, and 3rd quarter report card. The number of student absences will be noted on the report cards.
- A presentation at the first PFC meeting of each school year.
- First-Year presentation in all students' English or social studies class by guidance/administration, followed by students signing off on a form indicating that the policy was explained to them which is then kept on file in the guidance office. Presentations thereafter will be given to all freshmen in English or social studies classes.

Applicability:

1. This policy will apply to all students district wide in grades 9-12, and students in grade 8 who are taking high school credit bearing courses.
2. This policy will apply to each course individually.
3. This policy will apply to students with a handicapping condition unless, pursuant to state and federal law, a student's failure to adhere to the policy requirements shall be determined to be a manifestation of the student's handicapping condition.
4. Deer Park High School students taking classes at other facilities, such as Wilson Tech, will be subject to the attendance policy at those facilities for those courses. The Deer Park attendance policy will apply to the portion of the schedule taken at Deer Park High School.

Attendance Requirements:

Full-Year Course: A student may not be absent for more than 19 periods. A student will be in violation beginning with the 20th absence.

Half-Year credit courses and Physical Education: A student may not be absent for more than 9 periods. A student will be in violation beginning with the 10th absence.

Double Period classes: Absence from both classes of a double period course (science labs, APES, Bridge, etc.) will count as 1 absence.

Verification of Student's Absence

Students who are absent from school must submit a note to the Attendance Office the day of their return to school. The note must include the date(s) and reason for the absences and must be signed by a parent/guardian and/or doctor.

These notes are kept on file according to state law guidelines. Any and all school absences that are not accompanied by a note detailing a valid excuse for the absences within five school days will be deemed as an unexcused absence. The following are considered valid excused absences from class:

- Sick
- Medical Appointment
- Court Appearance or Appointment with Lawyer
- School Sanctioned Field Trip
- Religious Observance
- College Visit
- Military Obligation
- Death in Family
- Out of School Suspension
- In School Suspension
- School Business;
 - * Appointment with PPS staff including; Nurse, Guidance Staff, Social Worker, Psychologist, College and Career Center.
 - * Appointment with Building Administrator
 - * Music Lessons

The following are considered unexcused absences from class.

- Cut
- Tardy to school not due to any of the above mentioned legal reasons.
- Vacation

Any absence from school not accompanied by a note with a valid excuse from a parent/guardian or doctor

Attendance Procedures:

- Attendance will be taken on a period by period basis by teachers.
- The number of absences for each class is reported on each interim progress report and quarterly report card.
- Notification will be given at the 3rd and 7th absence of a half-year course, and the 13th and 17th absence for a full-year.