

# 2020-2021 Parent Student Handbook

## Attendance (E.5, E.6)

In the State of New York, full-time education is compulsory from age six to age 16. Regular attendance is the responsibility of the child(ren)'s parent or guardian.

Excused Absence: A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather. All other absences are unexcused.

During the time that schools are governed under the Moving Forward Together document and schools are participating in remote learning, students who are absent due to illness may participate in the entire school day via remote learning.

- If a student remains home due to illness and is able to participate via remote learning for the entire school day, parents must write to the school informing the principal that the student is ill but will be participating remotely. The note from the parent must be sent prior to the start of the school day.
- The student will be marked present (remote) if the student participates remotely for the entire school day.
- If the student is unable to participate for the entire school day, the student will be marked absent.
- This remote option is not available for students who are not attending school due to an unexcused absence.

Lateness: A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness, and the child may be required to make up time missed.

When the child returns to school from an absence, a completed absence form must be given to the teacher (See Appendix). This form is distributed at the beginning of the school year and contains appropriate spaces for the child's name, date of absence, class, reason for absence, and the signature of a parent or guardian.

Doctor or dental appointments should be scheduled for after school or on Saturdays. Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to ensure that does not happen. If it is necessary for a child to be dismissed during the school day, the parent or adult (must be 18 years of age or older) chosen by the parent MUST come to the school for the child. The school must be informed ahead of time about such occurrences.

Students in kindergarten through grade eight who miss ten or more days of the school year, whether excused or unexcused, and who have not satisfactorily completed the

required work, may be considered for retention. Students with more than 10 absences are in jeopardy of not successfully completing the school year. Principals will meet with the student's parents/legal guardians to determine appropriate next steps. Certification of an absence by a physician is an exception to the ten-day limit. However, satisfactory completion of required work is required.

When a child is absent, parents are required to phone the school by 9:00 A.M. Absence notes are still required in addition to the phone call.