

Attendance Information

2024-2025

MILLER PLACE HIGH SCHOOL

New York State Law requires that any student who is absent from school must have a legal excuse for their absence. Therefore, if your child is absent, please call the high school office at (631) 474-2723 extension 308 or email mphsattendance@millerplace.k12.ny.us before 9 a.m. If we do not receive notification, your child will be considered illegally absent.

All absences must be accounted for. It is the parent's and/or guardian's responsibility to notify the school office by phone, handwritten note, or email on the morning of the absence or within 24 hours of the absence or tardiness.



When students sign in after the start of the school day it is the parent's and/or guardian's responsibility to provide written notification or email as to the reason for the student lateness with in 24hrs. An unexcused tardiness will result in student discipline. upon the student's return to school.
OVERSLEEPING/MISSED BUS ARE NOT EXCUSED REASONS FOR STUDENT TARDINESS.

Excused absences are defined as absences due to personal illness, death in the family during immediate grieving, practicing religious observance, government-imposed quarantine, required court appearances, attendance at health clinics for health reasons, approved cooperative work programs, college visits, military obligations or such other reasons as may be approved by the Superintendent.

Board of Education Policy

Regular school attendance is a major component of academic success.

The Board of Education expects to:

- ⇒ encourage full attendance by all students
- ⇒ identify patterns of student absence as an intervention tool
- ⇒ discourage unexcused absences

Policy

Students are expected to attend all scheduled classes. Students who miss classes are expected to consult with their teachers regarding missed work. Successful completion of make-up work will not result in a change in the student's attendance.

1. High school students must maintain 85% attendance to be eligible for credit.
2. **Twenty-seven (27)** absences within a full year of a one-credit course will result in no

credit given for the course.

3. For each semester (half-year) course that meets daily, a student who is absent **fourteen (14)** days will not receive course credit.
4. For each semester (half-year) course meeting on alternating days (A/B), a student who is absent **seven (7) days** will not receive course credit.
5. Three instances of tardiness less than twenty (20) minutes will result in a disciplinary action.
6. Students will be considered absent from class if they are out of class for more than twenty (20) minutes of the period.
7. For students who attend BOCES, the District reserves the right to withdraw students from the BOCES programs who fail to maintain a minimum attendance rate of 85%.
8. **Students who are in “no credit” status before the end of the school year are obligated to continue to attend the class.** *Failure to do so will result in school disciplinary procedures and denial of summer school privileges.*
9. “No Credit” status will result in a grade of 50 on report cards and student transcript for the course.
10. Nurse, guidance, and social worker visits of more than twenty minutes are considered absences from class.
11. Students who are unable to attend a class on a given day/period due to their participation in a school sponsored field trip must arrange with their teachers to make up missed work. Participation in school sponsored field trips (including music lessons) will **not** count toward the total number of absences.

Reminder: *A student is absent when they are not in class receiving direct teacher instruction.*

Extended Absences

Any absence of five or more consecutive school days requires contact with the school nurse prior to re-entry. It is strongly suggested that parents keep a record of their children’s absences to be checked against school records should a question arise.

It is recommended that parents contact guidance if your child is ill for more than three (3) consecutive days to secure work from classes missed.

Other Information

Truancy

Students who are deliberately absent from school for no legal reason are considered truant and will be dealt with according to school policy.

Signing in late

A student who arrives at school, after their first period begins, is to report to the office and sign in for a late pass. A parent or guardian note must accompany the student when they arrive with an acceptable excuse for the lateness. Missing the bus or oversleeping is not an acceptable excuse for lateness. **The note will not be accepted after 24 hours.** Discipline will be assigned on the

appropriate step if the reason for the lateness is unexcused. No student will be admitted late to first period class without a pass. **It is the responsibility of a student who is late to school to sign in at the office immediately upon arrival.** Failure to do so will result in disciplinary action. (*Present, Not Signed In*).

Present, Not Signed In (PNSI)

It is the responsibility of a student who is late to their first class to sign in at the office immediately upon arrival. Failure to do so will result in disciplinary action.

- 1st Offense – 2 days detention
- 2nd Offense – In School Suspension Repeated Offense
- Additional suspension

Late to Class

Students are expected to arrive at their class on time. After the student has been late to class three times, a cut will be processed, and the student will receive discipline based on the cut step process.

Extra-curricular Eligibility

Our high school eligibility policy states that students must be in attendance by the end of second period (8:37) in order to be eligible to engage in **ANY** after school activity. Additionally, students who sign out of school early may not participate in extra-curricular activities for that day unless prior administrative approval has been obtained.



Signing out

Students wishing to leave the school building must be physically signed out and picked up by a parent or a designee found on the student census verification report. **Under no circumstances can students sign themselves out.** Students who leave campus without being properly signed out of the Main Office will be subject to disciplinary procedures.



(631)474-2723 ext. 308
mphsattendance@millerplace.k12.ny.us