

ATTENDANCE POLICY

Summary of BOE Attendance Policy #5100

GEORGE W. HEWLETT HIGH SCHOOL

60 EVERIT AVE, HEWLETT, NY 11557

516-792-4100

[HTTPS://WWW.HEWLETT-WOODMERE.NET/HHS](https://www.hewlett-woodmere.net/hhs)

ALEXANDRA GREENBERG, ED.D., PRINCIPAL

THOMAS NAGLIERI, ASSISTANT PRINCIPAL

SAMANTHA-LYNN MAZZEO, ASSISTANT PRINCIPAL



ATTENDANCE MATTERS!

EXCUSED AND UNEXCUSED ABSENCES

All student absences (ATEDs) must be accounted for:

- Parents are responsible for notifying the school/attendance office within 24 hours of their child's absence. A written note with the reason for the absence must be submitted to HHS Attendance office upon the student's return to school.
- All notes are to be submitted no later than five (5) school days after the student's return to school.
- All unexcused absences will be investigated by the Attendance Teacher. If it is determined that a student cut a class or classes, a consequence will be issued. Consequences may include detention, parental contact, and/or meeting with administration. Repeated cuts may result in a Saturday detention or In School Suspension (ISS).



TARDINESS

Students are expected to arrive to school and to all classes on time.

EARLY DISMISSAL

- To leave school prior to the end of the day, a parent or legal guardian must come to the security kiosk to sign their child out.
- Students may sign themselves out if prior approval has been granted and verified by a parent/guardian.
- Leaving without being signed out by a parent or without prior approved written permission will be considered a cut.

- Students who are late to school during periods 1 or 2 must obtain a late pass from Scholarchip. Obtaining a late pass from Scholarchip does not excuse a lateness. Additional documentation, in accordance with our ATED policy, must be provided for lateness to be considered excused.
- Students may be assigned detention for unexcused lateness to any class.
- Students are not permitted to sign in to school after 12:15 PM without written permission from an administrator.
- Students signing in after 10:15 AM will not be allowed to participate in co-curricular or athletic activities on that day.
- Any student entering a class after the beginning of the period is tardy for that class. The teacher will record the lateness as either an "excused" tardiness or an "unexcused" tardiness.
- Without an excused late pass, the designation will be at the discretion of the teacher based on the reason the student is late to class.
- Three unexcused tardies will be considered an unexcused absence, three excused tardies will result in an excused absence.

DCA (DENIAL OF CREDIT DUE TO ABSENCES)

- 24+ absences (excused or unexcused) for full-year course or 12+ absences (unexcused or excused) for half-year course or alternating day course.
- 4+ cuts in a one-semester class or PE class and more than eight (8) cuts in a full-year course may forfeit the right to appeal.

Attendance Office

Colleen Gilmartin, Attendance Clerk

516-792-4132 or hhsattendance@hewlett-woodmere.net

Andrew Nelson, Attendance Teacher

hhsattendance@hewlett-woodmere.net