Seaford High School Attendance Procedures

Attendance Office Location: Room 105B

Phone number: 516-592-4355 **e-mail:** shsattendance@seaford.k12.ny.us

Attendance Teacher: Mr. Curtis Tripoli (ctripoli@seaford.k12.ny.us)

Clerical Assistant: Ms. Sarah DeChiara (sdechiara@seaford.k12.ny.us)

- **All students signing in late and leaving early (except ill students signing out from the health office) must stop into the Attendance Office upon arrival to or departure from Seaford High School.** *Under no circumstance should a parent/guardian and child communicate directly with one another and arrange for the child to leave the school without security clearance and stop into the Attendance Office. Without the Attendance Office's involvement, the child will not be properly coded, and detentions will be assigned. Please see more information on page 2.*

- If your child is going to be absent from school, please call 516-592-4355 and speak with Ms. DeChiara. If you receive her voicemail, please leave a message and she will return your call.

- When your child returns to school, a note is required with a reason for the absence from school. The note must be received the day your child returns to school. Notes can be handwritten or emailed to Ms. DeChiara.

- Please note that even an absence accompanied by a phone call and note counts as an absence in terms of the DCA policy. As per the BOE Policy, "At the secondary school level, any student with nine (9) Absences for a half-year course or eighteen (18) Absences for a full-year course shall not receive credit for that course regardless of whether or not the absences are excused or unexcused. However, attendance at a school-sponsored activity does not count as an absence toward the denial of credit, provided that the class work is made up to the satisfaction of the teacher. School-sponsored activities shall include, but are not limited to, scheduled music lessons, field trips, home tutoring, school suspensions (both in and out), and contacts initiated by an appointment with a school employee".

  Please note that if a child is denied credit for a class due to attendance (DCA), the child will not be able to make up the class in summer school.

- Please note that attendance is required in Study Hall. A cut in Study Hall is still a "CUT" and will result in detention.

- If your child is a senior, they may ONLY leave the building during periods titled "Senior Privilege" on their schedule.

- Any student who participates in extra-curricular activities and/or athletics must be present for at least 50% of their scheduled classes for the day to be eligible to participate in a club meeting, event, practice, or game. A note explaining the reason for the missed classes must be presented that day.

Procedures for Late Arrival

If your child arrives to school late:

- Please call or email the Attendance Office (shsattendance@seaford.k12.ny.us) in advance to let them know your child will be arriving late.
- When your child arrives at school, they must bring the note to the Attendance Office prior to attending class. Please make sure you indicate your name and your child's name on the note.
- Once the Attendance Office receives the note, your child will be properly coded on arriving at school.

Procedures for Early Release

When you will be signing your child out of Seaford High School early for a reason other than illness:

- You must provide your child with a handwritten note, email, or call the Attendance Office detailing the reason and time you will be picking up your child.
- Upon your child's arrival at school, your child must bring this note to the Attendance Office.
- When you arrive at the Renaissance Entrance/Security Desk to pick up your child, a photo ID must be presented and then security will notify the Attendance Office that you have arrived.
- The Attendance Office will check custody/release permissions and notify your child's teacher to send your child down to the Attendance Office. The Attendance Office will mark "early release" on your child's attendance record.
- Your child will receive a green pass that will be presented to security to leave the building.
- You will complete the bottom portion of the green form.
- Only Seniors who have their own vehicle can be early released without a parent present (with parental permission). An email, phone call or note is necessary **prior** to your child leaving the building.
- Any student who leaves the building **without prior notification** will be marked as cutting and will receive disciplinary consequences.

If you are picking up your sick child from the health office:

- Sick children will be dismissed through the nurse's office.
- Please tell the security guard you are picking up a child through the nurse and the guard will call that office.
- The nurse's office will provide blue passes.
- The nurse's office will mark "early release medical" on a student's attendance record.

Privileges Denied List

Students are denied the opportunity to participate in extracurricular activities or athletics if they currently have 3 or more unserved detentions.

Attendance Scenarios

Scenario #1: Excused Period (or multi-period) Absence

Your child has an orthodontist's appointment and will arrive at school at 8:00, missing first period.

You call the school and let the Attendance Office know. Your child arrives at 8 and heads to the Attendance Office with a note and lets the office know they are now present in school. No detention will be assigned.

Scenario #2: Excused Full-day Absence

Your child is not in school by 5th period, and you have not already notified the Attendance Office. The clerical assistant will call home. During the call you share that your child is sick and will be returning the following day. You will send your child in with a note. No detention will be assigned once a note is received within two days.

Scenario #3: (Multi-Day Absence)

Your child has a multi-day absence and you have not contacted the Attendance Office. You have not returned phone calls from our clerical staff or Mr. Tripoli. A home visit from the leadership team may be warranted, and disciplinary consequences will be assessed.

Scenario #4: Repetitive Tardiness over Multiple Days

During analysis of attendance reports and after intervention(s), it is determined that your child is late to class (or multiple classes) over the course of many days. Your child is at risk of being denied credit for the class and facing possible further disciplinary action. An in-person meeting may be warranted.

Scenario #5: Repetitive Absences over Multiple Days/Throughout the Quarter

During analysis of attendance reports and after intervention it is determined that your child is absent over the course of many days. Your child is at risk of being denied credit for the class and facing progressive discipline action. An in-person meeting may be warranted.

It is our goal to ensure all students are present in and punctual to class each day. We encourage you to discuss these scenarios with your child, focusing on the positive impact solid attendance can have on their school performance. Thank you for your teamwork on this important initiative!

Yours in Seaford Pride,

Ms. Schnabel, Ms. Judson, Mr. Mantay, & Mr. Tripoli