

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)

AL BAUER, ED.D., INTERIM PRINCIPAL

THOMAS NAGLIERI, ASSISTANT PRINCIPAL

SAMANTHA-LYNN MAZZEO, ASSISTANT PRINCIPAL



Inspire ★ Engage
★ Achieve

ATTENDANCE MATTERS!

EXCUSED AND UNEXCUSED ABSENCES

All student absences (ATEDs) must be accounted for:

- Absence notes should be submitted via email to hhsattendance@hewlett-woodmere.net; please include: reason for absence, full name and grade of student. Notes must be submitted within five (5) school days of the student's return.
- Submission of a note does not guarantee absence will be excused; acceptable reasons for absences can be found on the district website
- Unexcused absences will be investigated by the Attendance Counselor/Teacher. If determined that a student cut a class/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). Additionally, unexcused absences may result in the inability to receive credit for missed assignments/assessments



EARLY DEPARTURE

- Students are not permitted to leave the building during scheduled classes without being signed out by a parent/guardian OR submitting a note to attendance **PRIOR** to leaving.
- Notification received by attendance personnel after missing any portion of a scheduled class, will not be accepted and the unexcused absence will be considered to be a cut.

DENIAL OF CREDIT DUE TO ATTENDANCE (DCA)

- 24+ absences (excused or unexcused) for full credit course or 12+ absences (excused or unexcused) for half credit course.
- 4+ cuts in a half credit course and 8+ cuts in a full credit course may forfeit the right to appeal.

TARDINESS

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

- 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.

Attendance Office

Jesenia Bautista, Attendance Clerk

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

Dana Rubenstein, Attendance Counselor (Gr. 9, 11, 12)

Stephen Honerkamp, Attendance Teacher (Gr. 10)

hhsattendance@hewlett-woodmere.net