

Hamburg High School Attendance Policy

Students are expected to be in school 100% of the time. Regular school attendance is an essential part of a high quality education. Not only is the interaction between students and teachers an irreplaceable experience, but frequent absence reduces the quality of instruction by interrupting the teaching/learning process. For these reasons, the Hamburg High School Attendance Policy is designed to encourage student attendance and provide procedures to deal with cases of excessive absence.

The Hamburg Board of Education is responsible for policies regarding standards for student attendance. In meeting this responsibility the Board is guided by New York State Education Law, Regulations of the Commissioner of Education, and Rules of the Board of Regents.

Based upon our District's educational and community needs, values, and priorities, the School District has determined that absences, tardiness, and early departures will be considered excused or unexcused according to the following standards:

Excused: An absence, tardiness, or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, pre-approved family vacation, approved cooperative work programs, field trips, suspensions, or military obligations.

Unexcused: An absence, tardiness, or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories. Examples of unexcused absences include: recreational activities, baby-sitting, hair cut, obtaining learner's permit, road test, oversleeping, etc.

RESPONSIBILITIES OF STUDENTS

Students must attend every class every day. A student who is absent is required to provide a valid written explanation for the absence from his/her parent/guardian. This should be given to the attendance clerk within three days upon returning. After 10 absences a doctor's note will be required for an illness-related absence to be excused.

A student who has been absent from school is required to make up class work. The responsibility lies with the student to contact the teachers to determine what assignments have been missed and when they are due. Failure to make up missed work may result in the student receiving a grade of zero for that assignment.

RESPONSIBILITY OF FACULTY AND ADMINISTRATION

Teachers will encourage students to be in school every day. The faculty and administration maintain accurate attendance records and will provide this information to our students and their parents or guardians. If an attendance problem develops, the school counselors and administrators are to make every effort to help the student reach a solution and maintain an acceptable standing at Hamburg High School.

PROCEDURES FOR NOTIFYING PARENTS

Parents or guardians will be contacted directly by the Assistant Principal's and/or Counseling Center when a student's attendance has exceeded the following schedule:

- 4 unexcused absences by November 1
- 8 unexcused absences by February 1

Monthly review by the Assistant Principal and/or Counselor Center may dictate earlier intervention.

The student's teacher and counselor will also speak with the student and review the attendance record. The student will be placed on notice that continued absence may result in denial of credit.

ATTENDANCE REGULATIONS

It is the responsibility of students to attend school and be present for all assigned classes. Students who fail to do so will be penalized by being denied course credit. Credit denial will result when a student exceeds 12 unexcused absences from a full year course and 6 unexcused absences in either a semester course or a physical education course. Absences from ERIE 1 BOCES classes are also counted.

Transfer students and students re-enrolling after having dropped out will be expected to attend a prorated minimum number of the remaining scheduled class sessions during their time of enrollment.

Absences from class due to participation in school sponsored activities such as field trips, band lessons, and sports activities will not be counted toward the denial of credit.

A student who has been denied credit may file for a case review with the Assistant Principal within 5 days of notification of loss of credit. Students presenting appeals should be prepared with verification of chronic health problems and other causes of absence.

ATTENDANCE OFFICE RESPONSIBILITIES

Parents are to call the Attendance Office when their child is absent or tardy. A message can be left on the answering machine by calling 646-3315 until 9:00 AM each day. Otherwise, an auto-dialer will contact home twice a day – once in the morning and again at dinner time – with the message that your son or daughter is absent from school that day. This is in no way intended to convey the impression that the student is suspected of truancy; it is merely a procedure for spot-checking absences and discouraging absences that are in violation of school law. If you are ever concerned about whether your son/daughter is in school on a specific day, please do not hesitate to call the Attendance Office. We will check classes to see if a student is in school. Truancy from school is a mutual concern and we will work with you to resolve such situations.

ATTENDANCE - DAILY PROCEDURES

Students are required to be in their first period class by the bell at 7:55 am.

Appointments should be scheduled outside of school hours. When that is impossible, the parent or guardian requesting the temporary absence of a student (medical appointment, etc., during the day) must present a written request to the Attendance Office before 7:55 a.m. The written request must state the reason for the absence and expected time of return. An appointment card, or the name and number of doctor or dentist, etc. for verification of the appointment, must be included. This note must also include home or daytime phone numbers. Any request to leave school early must be approved by administration.

Students entering school after 7:55 AM should report to the student service desk.

IF YOU HAVE BEEN ABSENT, YOU ARE REQUIRED TO BRING A NOTE FROM HOME WITHIN THREE DAYS OF YOUR RETURN TO SCHOOL.

Excuses: A pupil who is not able to be in attendance 100% of the time must provide a valid, written excuse, signed by a parent or guardian, citing the reason(s) for absence from school or from class on a given date. The pupil must submit the excuse within three (3) school days of return to school. At the discretion of the administration or attendance officer, excuses for illness may require validation through a physician's certificate. Failure to provide the appropriate written excuse within three (3) days will result in the absence being considered to be truancy.

ATTENDANCE - ATHLETICS AND CO-CURRICULAR EVENTS

On the day of an athletic contest and/or practice, or a co-curricular event, a student must be in by 9:00 AM of that school day in order to participate. If a student is absent on Friday before an event, or if there are extenuating circumstances, permission from the Director of HPER or a building administrator must be secured to allow the student to participate. Participation in an athletic contest, or practice at a co-curricular event, is not an acceptable excuse for tardiness on the following day.