

ATTENDANCE POLICY

The Board of Education recognizes that an important relationship exists between class attendance and student performance. Students are expected to attend all scheduled classes.

Approved absences are an absence from class for which homework and tests or quizzes may be made up. Approved absences are defined as absences, tardiness, and early departures from class or school due to sectionals, field trips, personal illness (with notification from a parent/guardian), illness or death in the immediate family, approved family emergency, impassible roads, religious observance, required court appearances, medical appointments, approved college visits, or other school activities approved by the principal. A cut is defined as an unverified absence from class for which homework and tests or quizzes may not be made up. If a student arrives more than 15 minutes late to a class, and does not have a pass, the student will receive a ‘tardy-cut’ for that period. Multiple cuts puts a student at risk for losing credit in a class.

All approved absences must be accounted for and class work made up (when permitted by this policy). It is the parent’s/guardian’s responsibility to notify the school office within twenty-four (24) hours of the reason for the absence by phone (516-305-8774), note, or e-mail to hsabsence@herricks.org. If after twenty-four (24) hours the school has not been notified to the contrary, the absence will be considered a cut.

A student who has more than six **(6) absences** (excused and unexcused) in a semester course that meets every other day, twelve **(12) absences** in a semester course that meets every day **or twenty-four (24) absences** in a full year course, may receive **no credit** for that course. Being late to class three times is the equivalent of one absence. **Any lateness that is more than fifteen (15) minutes is considered an absence.** Three latenesses under fifteen minutes are considered to be the equivalent of one absence. Student absences attributable to approved school related functions

(i.e. sectionals, field trips) will count toward the six/twelve/twenty-four (6/12/24) absence total but will not (in and of themselves) result in a loss of credit.

When a student reaches three (3) absences in a semester course that meets every other day, nine (9) absences in a semester course that meets every day and sixteen (16) absences in a full year course, the school will contact the parents/guardians by phone or e-mail and follow-up with a letter. Report card and progress report comments will also reflect attendance.

A **review process** will be established for the purpose of meeting with students who have exceeded the number of approved absences for a course. The student may request a review of his/her attendance and appeal the loss of credit any time prior to the conclusion of the course. Students who are denied credit in a required course will receive a 'NCA' (No Credit Attendance) notation in the credit column. Individual cases and needs will be reviewed.

Regular school attendance maximizes the student's interaction with his/her teachers and peers and is a major component of academic success.