

HANCOCK CENTRAL SCHOOL DISTRICT

STUDENT ATTENDANCE

The Board of Education, in accordance with the Compulsory Attendance Law, requires that each minor from six to sixteen years of age shall regularly attend school full time, unless he/she has completed a four-year high school course of study. The age used for determining Compulsory Age is the age of the student on July 1 preceding the school year. The student is required to attend the complete school year during which he/she turns sixteen.

Attendance is important! It is each student's basic responsibility as a member of the school community. In addition, regular attendance is directly related to academic and career success.

Every student is expected to be on time and attend all classes. Teachers take attendance each day. The attendance office will make daily telephone calls to parents to report absences.

Students may lose credit if they do not attend a minimum of periods in any particular subject each marking period. After 5 periods of absence for each course during each marking period, whether the absences are excused or unexcused, credit may be denied. In addition, if a student misses more than 18 days in any school year, he/she may not pass for the year and may repeat the entire school year.

All students who arrive after 8:10 a.m. without an excuse will be marked absent by course/period.

Students will not be allowed to participate in or to attend any co-curricular activity taking place on the day they are absent from school except as outlined in the Guidelines for Co-curricular Activities.

STUDENT ABSENCES AND EXCUSES

Each absence must be accounted for. It is the parent's/guardian's responsibility to notify the office on the morning of the absence. It is essential that parents/guardians provide a written excuse for each absence. Such excuse should contain the reason and date of absence, and be presented to the health office as soon as a student returns to classes.

TRUANCY AND TARDINESS

Hancock Central School believes it is important to ensure students are attending class as well as arriving to class on time, since these are essential aspects of ensuring an orderly environment for learning.

Student absence without the knowledge and consent of the parent is considered truancy. Truancy is a violation of New York State Law and is subject to disciplinary measures imposed both by the school and Family Court.

Tardiness, whether the fault of the child or the parent, is not condoned and cannot be excused except for the reasons cited above. A note explaining the cause of lateness is required. Since excessive tardiness and absences are not conducive to good work habits or learning, parents should make every effort to have their children in school every day and on time.

Chronic tardiness and truancy are disruptive to both teachers and fellow students and therefore will not be tolerated. Disciplinary measures are outlined below in Penalties.

OBJECTIVES

The objectives of the Hancock Central School Comprehensive Attendance Policy are:

- to accurately track the attendance, absence, tardiness and early departure of students to and from the school;
- to ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
- to track student location for safety reasons and to account to parents regarding the location of children during school hours.

DEFINITIONS

Whenever used within the Comprehensive Attendance Policy, the following terms shall mean:

1. Scheduled instruction: Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.
2. Absent: The pupil is not present for the entire period of the pupil's scheduled instruction or arrives after five minutes.
3. Tardy: The pupil arrives later than the starting time of the pupil's scheduled instruction or arrives after five minutes. After five minutes tardy, the tardy becomes an absence.
4. Early departure: The pupil leaves prior to the end of the pupil's scheduled instruction.

5. Excused: Any absence, tardiness, or early departure for which the pupil has a valid school approved excuse. Such excused non-appearance shall include: personal illness, illness or death in the family religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, military obligations, absences approved in advance by the Principal, and other reasons as may be approved by the Commissioner of Education.
6. Unexcused: Any absence, tardiness or early departure for which the pupil has no valid school approved excuse. Such unexcused non-appearance shall include shopping trips to the local mall, family vacation, oversleeping, skipping class, and any other absence that is not excused.

STUDENT DISMISSAL PRECAUTION REGULATION

In order to ensure student safety, the Building Principal maintains a list of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released to the custody of any individual who is not the parent or guardian of the student, unless the individual's name appears upon the list.

Parents or guardians may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment. A parent or guardian may amend a list submitted pursuant to this regulation at any time, in writing. Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his/her child, shall be maintained in district offices.

If anyone seeks the release from school of a student, he/she must report to the school office and present satisfactory identification to the Building Principal. If the person seeking the release of a child exhibits to the school official an out-of-state custody order, the Superintendent will be called.

Early releases for emergency reasons should be requested in writing by a parent/guardian. Medical releases are handled through the Nurse's Office. All other reasons for release must be submitted to the Main Office, and students must be picked up in the Health Office. The person seeking the student's release must sign the register in the office.

In the event of an emergency, the Principal may release a student to some individual not appearing on the approved list. A student's release is contingent upon the parent or guardian or emergency point of contact having contacted the Principal and the Principal determines that an emergency exists and has approved the release.