

TACONIC HILLS CENTRAL SCHOOL DISTRICT

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ATTENDANCE POLICY SUMMARY

Below is a plain language summary of some of the key points of the policy. The complete policy is available on the Taconic Hills District website.

- While the policy applies to all students K-12, it has special significance for middle and high school students given that at the middle and high school level any student with 12 absences in a ½ year course or 24 absences in a full year course may not receive credit for the course pending a Faculty Council review. Absences, tardiness and early departures will be considered excused or unexcused based on the following standards:

Excused: An absence, tardiness, or early departure may be officially excused, by the school, if it is due to personal illness or death in the immediate family. Other reasons for an excused absence includes impassable roads due to inclement weather (per police ban), religious observance, quarantine, required court appearances, attendance at medical appointments, school approved college visits, school approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education.

Unexcused: An absence, tardiness or early departure is considered unexcused if the reason given does not fall into the above categories (e.g., family vacation, hunting, swimming, babysitting, hair cut, obtaining learner's permit, road test, oversleeping).

- Notes explaining the reason for an absence(s) must be in written to the school from parents/guardians. If written documentation is not provided within three (3) school days of the student's return to school, the absence in question will be recorded as unexcused by the school.
- School staff will notify by telephone the parent/guardian of a student who is absent, tardy or departs early without proper excuse. At periodic intervals, throughout the year, school staff will contact parents/guardians whose children have accumulated a number of absences, tardiness, or early departures to stress the importance of class attendance and appropriate interventions/strategies.
- A parent/guardian may request a review of their child's attendance record at any time.
- In order to encourage good attendance, the District will develop and implement grade-appropriate/building-level strategies and programs such as posting attendance honor rolls, offering rewards and prizes for good attendance, holding poster/essay contests on the importance of good attendance, etc.

Each principal working with other appropriate school staff will conduct a year-end review of attendance data to identify individual and group attendance patterns and to initiate appropriate action to address the problem of unexcused absences, tardiness and early departures.

8/09

ELEMENTARY SCHOOL

73 County Rte 11A • Craryville, NY 12521
518.325.0370 • Fax : 518.325.0474
Principal: John V. Gulisane, Jr.

MIDDLE SCHOOL

73 County Rte 11A • Craryville, NY 12521
518.325.0420 • Fax: 518.325.0462
Principal: Neil L. Howard, Jr.

HIGH SCHOOL

73 County Rte 11A • Craryville, NY 12521
518.325.0390 • Fax: 518.325.0473
Principal: Kathy J. Cioppa