

Highland Central School District

Attendance Procedure Updates

August 20, 2015

Dear Parents/Guardians:

Student attendance in school is incredibly important to your child's academic, social and emotional success. At Highland Central Schools, we want to encourage engagement in the educational process through student attendance. The district would like to make you aware of several ongoing and new initiatives that students will be experiencing this year aimed at this goal.

Attendance "Honor Roll"

All students with four (4) or fewer absences in one marking period (ten weeks) will be placed on a digital attendance honor roll to be published on the school website.

Late or Tardy to School

All students who arrive after the starting bell, K-12, must report to the attendance or main office to sign in.

At the Middle and High Schools, students who have four (4) unexcused tardies (the list of excused tardies is the same as excused absences below) each five week progress report or marking period will be referred to the Assistant Principal and receive a detention. Additional tardies in the same five week period will lead to further consequences.

Absences from School

The district has determined that seven (7) absences from school by a student during a marking period is excessive. When a student hits that mark, a letter will be sent home to parents notifying them of the absences. Additionally, a follow-up phone call will be made by a staff member to offer support and guidance on school attendance. Exceptions to this practice will be student absence for a long period due to a known medical condition.

Please note: Excessive unexcused absences may jeopardize state mandated seat-times for course credit.

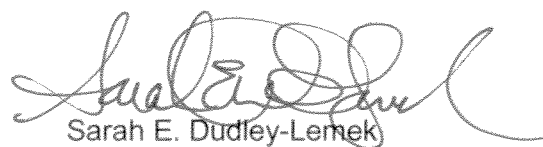
All absences are considered **unexcused** unless they are for the reasons listed below (as per BOE policy): *personal illness, death in the immediate family, religious observance, required attendance in court, approved school sponsored activities, administrative suspension, quarantine, dental or medical appointment, military obligations, approved cooperative/work study program, college visitation (Juniors and Seniors only), parent educational experience (maximum 2 days per year).*

We hope that through increased awareness of our expectations and support from our staff, your child will be present and successfully participate in the 2015-16 school year. If you have any questions about these initiatives, please do not hesitate to call our office, 691-1014.

Sincerely,



Deborah A. Haab
Superintendent of Schools



Sarah E. Dudley-Lemek
Assistant Superintendent