

## Absence Reporting Procedures

It is important that students are punctual and attend school daily. If, under certain circumstances, students are not able to attend school for the day, a parent or person in parental relation is expected to call the school office prior to the first period of class and report the absence and reason for absence.

Written or verbal notice will be given to parents or persons in parental relation when a child is absent, tardy, or leaves early without proper excuse.

## Sign In Procedure

It is expected that all persons in parental authority sign their students in or out of school at the school office.

## Attendance Incentives

In order to encourage student attendance, the school shall honor and recognize excellent student attendance through a certificate of recognition. A student will have perfect attendance when he/she is present for each day of school and has no instances of unexcused tardiness or dismissals from school. A student who has an approved educational field trip will be considered in attendance for the purpose of determining perfect attendance awards.

## Attendance Sanctions/Consequences

Unexcused absences, tardiness and early departures may result in disciplinary sanctions. Parents will be notified via phone call, face to face contact, or by letter of the current School Attendance Policy, building procedures/interventions, and the specific attendance issue that their child has exhibited when sanctions are enforced.

## School Review of Attendance/Records

The school principal will work in conjunction with the school attendance clerk and other designated staff in reviewing attendance records at the end of each attendance period.

## Attendance Committee and Interventions

Greece Christian School will have an Attendance Committee. The school administrator will appoint the members of the committee. This committee meets at least once per attendance period to review student attendance and plan for interventions.

## Appeal Process

A parent/person in parental authority may request a school review of their child's attendance record.

## School Annual Review

The school executive leadership shall annually review a report of school attendance records. Revisions to the Comprehensive Attendance Policy shall be made, if deemed necessary, and approved by school authorities.

For more information about Greece Christian School's Comprehensive Attendance Policy, please talk to your child's teacher or a school administrator. You are encouraged to review the full attendance policy which is available in the school office, or on the school's website at: [www.greecechristian.org](http://www.greecechristian.org).

*The GCS Comprehensive Attendance Policy is adopted in large part from the Spencerport Central School District Comprehensive Student Attendance Policy and in accordance with Section 104.1 (i) of Commissioner's Regulation (March 31, 2010).*



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# Greece Christian School



## Comprehensive Attendance



**2022 - 2023**

## Comprehensive Attendance Policy: Why is one needed?

Consistent school attendance is recognized by the Greece Christian School as foundational for the student to achieve academic success, as well as to teach a valuable life skill. GCS will maintain, review, and revise the Comprehensive Attendance Policy to meet the following objectives:

- ⇒ To increase school work completion at all grades
- ⇒ To raise student achievement and close gaps in student performance
- ⇒ To identify attendance patterns in order to design attendance improvement efforts
- ⇒ To know the whereabouts of every student for safety and other reasons
- ⇒ To work with families to understand student attendance priorities
- ⇒ To verify that individual students are complying with education laws relating to compulsory attendance.

## Strategies to Meet Objectives

The Greece Christian School will:

- ⇒ Create and maintain a positive school culture by fostering a positive physical, psychological, and spiritual environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. In doing so, a godly school culture aimed at fostering positive relationships will be created thereby supporting increased attendance.
- ⇒ The Comprehensive Attendance Policy will be reviewed annually by school leadership for the purpose of adopting any revisions.
- ⇒ Accurately maintain a register of attendance to record attendance, absence, tardiness or early departure of each student, and make parental access available through the Parent Portal on the school software.
- ⇒ Utilize data for tracking trends in individual school attendance.
- ⇒ Develop early intervention strategies to improve attendance for all students.

## PURPOSE

## Attendance, Tardiness, and Early Departure

Based upon our school's education needs, Biblical values and priorities, the school has determined that absences, tardiness, and early departures will be considered excused or unexcused according to the following standards.

a. **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved high school visits, medical or dental appointments, or administrative approval/emergency situations which prevent a student from attendance, or other such reasons as may be approved by the school administrator.

b. **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.

### Planned Absences

To support academic success and reinforce the importance of school attendance, family trips should be planned during school holidays if possible. In the rare event a family needs to remove their child from school for a trip or other family reason, parents should notify the Principal. Please provide the school office at least one week's notice to provide assignments in advance. Because the pace of a class is often adjusted as learning progresses, assignments cannot be given for longer than a week. Assignments will be expected to be completed upon a child's return to school.

### **Extended Illness**

Students who have extended illness may be eligible to receive tutoring pursuant to qualifying for Section 504 of the ADA.

## Truancy and Tardiness

School doors open at 8:20am. Any student not in his/her assigned homeroom within five minutes after the 8:40am start of the school day is considered absent or tardy. Furthermore, for grades 6-8 attendance is taken each class period. Students absent without prior knowledge or consent of a parent or person in parental authority are considered truant, an unexcused absence. Truancy will be dealt with on an individual basis by the school administrator.

## Early Dismissal of Students

The school is responsible for the safety of each student during the school day; therefore, no student without parental and school administrator or designee's permission may leave the school during the student school day.

Permission to leave early is granted under the following circumstances:

- a. Illness during the school day;
- b. Prior parental permission (a note must be provided to the classroom teacher and/or school's main office);
- c. Students arriving late to school, leaving school early, or returning to school during the day must be signed in and out through the office.

## Student Attendance Recordkeeping/Data Collection

A record shall be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Commissioner of Education.

Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance to Education Law Section 3202 (1-a).

Unexcused student absences, tardiness, and early departure will not affect a student's grade for classroom participation for the marking period.