

**DEPARTMENT OF
 REGIONAL SCHOOLS
 AND INSTRUCTIONAL
 PROGRAMS**

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GC Tech Attendance Policy

ATTENDANCE

Class attendance is extremely important. Good daily attendance, as well as being on time for class, will positively impact grades. The reverse will be true if a student misses class or comes late.

Students who are absent are expected to make up the work assigned during that class period or any tests that were given. It is the student's responsibility to see the teacher about make-up opportunities.

Attendance is required for success at GC Tech. A day absent from GC Tech is equivalent to more than three days of a one-period class you have at your high school. Excessive absenteeism or lateness affects your grade and may make you ineligible for experiences such as internships and Work-Based Learning experiences. Our business partners are looking for responsible students who can be punctual and in attendance every day. Absenteeism negatively impacts the work ethic, assessment, and skill portions of your grade.

Absenteeism/lateness will also impact your eligibility to participate in service learning and community service, competitions, student leadership opportunities, SkillsUSA, National Technical Honor Society, awards, and commencement ceremonies. Attendance is taken daily (whether in person or remote) and you are expected to be on time and attend the entire session. The attendance personnel or our automated system will make telephone calls and/or send texts to your parent/guardian to report absences and lateness.

An e-mail (Gctechattendance@nasboces.org) or a note must be submitted to the main office stating the reason for your absence within five (5) school days of your return to GC Tech. Any Home School activity, including, but not limited to field trips, pep rally, senior pictures, etc., requires advanced notification and a note or e-mail from your Home School guidance counselor or Home School administrator for your absence to be excused. Attendance reports are sent to all home school districts. Our attendance office, administration, and guidance counselors will monitor excessive absences closely. A standard attendance policy and procedure will be followed. Necessary interventions are documented as an attempt to improve a student's attendance at GC Tech.

EXCUSED ABSENCES

Attendance is an important aspect of a successful experience.

Please note: An explained absence does not automatically make the absence 'excused'. All absences must be *explained*. Only absences for reasons listed as 'valid/verified' in the Nassau BOCES Board Policy are also considered 'excused.'

Please make every effort to schedule all appointments outside of school hours. Any note received must clearly state the reason and the dates of the absence. Within five (5) days of the student's return to school, all students must have a note in order for the absence to be recognized and coded as a "Verified" absence. The following reasons for absences from school are recognized as valid:

- Personal illness
- Illness or death in the family
- Religious Obligation/Observance
- School District Emergency Closing
- Appointment at a medical clinic
- Approved school-sponsored trips/activities with a note from the Home School Guidance Department
- Required court appearances
- Verified District Transportation issues
- Approved PPS home school meeting/testing with a note from the Home School Guidance Department.
- Approved college visitation and job interviews will be considered legal absences if parental permission accompanies the request.
- Quarantine

An e-mail (or note) from a parent/guardian or the home school Guidance Counselor needs to be sent to the attendance office within five (5) school days of a student's return to school (whether in school or remote instruction) for the absence to be considered an excused absence. After five (5) school days, it will be marked as an unexcused absence. Absences from class will impact a student's grade. Parent/guardian can e-mail their child's absent note to gctechattendance@nasboces.org.

A standard attendance procedure is followed and necessary interventions are documented as an attempt to improve a student's attendance at GC Tech.

1. After five absences (counting explained/valid, explained/invalid and/or unexplained), a letter is sent confirming explanations.
2. After ten absences (counting explained/valid, explained/invalid and/or unexplained), a second letter is sent home and a meeting scheduled with our student support team.
3. After fifteen absences, a letter is sent home and an attendance contract is signed by the student. This contract outlines the requirements to maintain academic progress and satisfactory attendance. The contract will take into consideration extenuating circumstances as well as if absences are valid/invalid and explained/unexplained. *Absences that are defined as "Invalid" according to the Nassau BOCES Board Policy even if explained with a parent note are still considered unexcused.* All missed "seat time" is considered no matter the reason due to very stringent seat time requirements for CTE programs.
4. After 20 absences and/or if the attendance contract is not followed, an Attendance Committee Hearing will be held. Students with over 20 days absence may not be eligible to attend commencement activities and/or receive a Certificate of Completion. Excessive absences can affect the number of units of study earned, which in turn can reduce the number of credits the home school issues for the GC Tech program. See the student handbook for details on how to request an appeal to discuss extenuating circumstances.

LATENESS TO CLASS POLICY

If you arrive at school after the scheduled starting time for your classes, you will be marked late for that day. You must get a pass upon entering the building and present the pass to your teacher in order to enter class if you are late.

Only the following will be considered EXCUSED LATENESS:

- A school bus arriving after the late bell or no bus pick-up (which will be verified by a parent/guardian note or district notification).
- A lateness due to home school activity (an official letter from your home school must be presented to the Attendance Office).
- A family emergency (a letter of explanation from the parent/guardian is required).
- Legal excuse such as court, medical or religious obligation with written notification.

All others will be considered an UNEXCUSED LATENESS which will affect the Student's Work Ethic grade.

CONSEQUENCES OF EXCESSIVE LATENESS

Intervention will be made by the classroom teacher by a call home and, if chronic, the guidance department will become involved. Unexcused lateness will affect a student's Work Ethic grade and lead to possible disciplinary action. Latenesses will impact your 1000 NYS seat hour requirement.

Missed or Late Exams Policy

Students have until the end of each quarter to make up exams and outstanding classroom assignments.

EARLY RELEASE FROM SCHOOL

- 1) Students and parents must complete the Early Release Form in advance
- 2) [the Early Release Form is available on the GC Tech website or you can pick one up in the main office].
- 3) Parents must sign the form.
- 4) Parents must have a valid photo identification.
- 5) The form can be e-mailed with a copy of the parental photo identification to: GCTechAttendance@nasbooces.org preferably 24 hours in advance.
- 6) The main office representative is required to call the parent to validate the request (parent will be called based on the number in our student management system -SchoolTool).
- 7) Seat Hours will be deducted from NYS 1,000 hour requirement, for latenesses and early release.
- 8) Note: If the parent is picking up the child please have all documentation completed in advance. Please call the Main Office at (516) 604-4200 to make them aware of the Early Release.

If the parent cannot be contacted or if there is no photo identification *the student will not be released.*

Attendance Policy Acknowledgment

I have read and understand the Nassau BOCES Attendance Policy.

Student Name: _____

(Please Print)

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____