

**SOUTH KORTRIGHT CENTRAL SCHOOL
SUMMARY OF NEW COMPREHENSIVE ATTENDANCE POLICY**

The South Kortright Central School New Comprehensive Attendance Policy sets minimum attendance requirements for course credit and promotion. Students in grades 7 – 12, who do not meet minimum attendance requirements for a class, will not receive credit for that class.

Attendance Recording - Attendance in grade 7-12 will be taken at the beginning of each period of scheduled instruction. A student will be considered absent if he/she is not present for more than one-half of his/her period of scheduled instruction. For a class taken by a 7th – 12th grade student, the period of scheduled instruction is the length of time the student spends in a particular class.

Tardy - a student will be considered tardy if he/she arrives more than five minutes later than the scheduled starting time of instruction, but does not miss more than one-half of the class instruction. Each tardy will count as one-half of an absence.

Early Departure - a student will be considered as departing early if he/she leaves more than five minutes prior to the end of his/her scheduled instruction, but does not miss more than one-half of the class instruction. Each early departure shall count as one-half of an absence.

Absences, tardiness, or early departures are distinguished as excused or unexcused - Examples of excused absences include: illness, medical appointments, pre-approved college visitations, pre-approved educational experiences, required court appearances, or others as approved by the Principal or Superintendent. All other absences, tardiness, or early departures are considered unexcused. Examples of unexcused absences include: car trouble, family vacations, oversleeping, work, and any other absence, tardiness, or early departure for which the pupil has no valid school excuse.

Written Notification - The school must receive written notification of the reason for the absence, tardy, or early departure from the parent/guardian within five days of the absence, tardy, or early departure. Otherwise it will be considered as unexcused.

Absences and Credit - The following chart shows the maximum the number of absences a student can have and still receive credit.

Type of Course	Maximum Allowable Absences
One Marking Period, Double Period	4
Semester, Double Period	8
Single Period, Full Year	16
Single Period, A/B	8
One marking Period, Single Period	4
Semester, Single Period	8
Summer School	3
Transfer Students	Maximum allowable absences will be prorated to time spent in the District

Parent/Guardian Notification - When a student has been absent for 50% of the course’s maximum allowable absences, we will notify you that your youngster is in danger of losing course credit because of failure to attend. When a student has been marked absent for 75% of the course’s maximum allowable absences, we will schedule a conference with you to discuss the situation and to seek solutions.

Consequences - To discourage unexcused absences, tardiness, or early departure, the pupil may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detentions, in-school suspensions, loss of driving privileges, and loss of extra-curricular privileges as described in the Code of Conduct.

We are hopeful that this policy will promote good attendance. Your cooperation and support will be greatly appreciated. After all, we both want the same thing for your youngster – a successful school experience. In order to insure this we need to work together as partners. Complete copies of this plan are available in our Main Office. If you have questions or concerns, please contact us.