



Lackawanna Middle/ High School

Attendance, Tardy, Early Release Information

Phone # 827-6727 ext. 2922

Attendance Policy

School attendance is both a right and a responsibility. Successful completion of each course requires regular attendance and participation. If a student's attendance falls below the stated minimum requirement for a course, he/she may be excluded from any final exam in that course and no credit will be given. Upon returning from a school absence, the student is to bring an absent note signed by a parent/guardian to the Attendance Office.

Parents/guardians should call the Attendance Office at 827-6727 ext. 2922 each day to report their child's absence or tardiness. Please be aware that if your child is marked absent from school during homeroom, you will receive an automated phone call notifying you of the absence. You will be asked to call the attendance office at 827-6727 ext. 2922 to confirm that your child is safe. If you have already called in your child's absence for that day, no call is required.

The automated call will go directly to the phone number listed as contact 1 in e-school. Please ensure you have provided your current phone number to the school.

Upon returning to school, the student must bring a **note signed by parent/guardian within 3 days of the absence.** The note should state the student's full name, grade, date and reason for the absence. **If a note is not received within 3 days of the absence, the absence will be marked "illegal" in accordance with New York State Law.**

An absence is "excused" for the following reasons: illness or medical appointment; death in the family; appearance in court, and religious observances as determined by the Superintendent of Schools. Vacations/trips taken during scheduled school days are considered "unexcused" absences.

Tardiness

Students should be in their homeroom by 7:30 a.m. If arrival is after 7:30 a.m., students should report directly to the Attendance Office to sign in. Students must bring a note from parent/guardian stating the reason for the late arrival. The attendance teacher will issue a tardy slip to enter class. Students with repeat "unexcused" tardiness (overslept, no note from parent/guardian, etc.) will be subject to progressive attendance interventions and supports as outlined in the student handbook:

- a. **3 lates-** parent notification plus 1 detention and parent conference required;
- b. **6 lates-** parent notified plus 3 detentions and parent conference required;
- c. **9 lates-** 3 days ASP plus parent conference required;
- d. **12 lates-** 3 days suspension and required parent conference, possible referral to family court, CPS or other agencies for intervention and correction of problem.

Failure to sign in at the Attendance Office will result in the student being marked absent.

(Continue on reverse)

Early Releases

In those rare cases when a student must leave school early, such as religious observance, medical appointment, court appointment, etc., the following procedures must be followed:

Early dismissal notes should be brought to the Attendance Office before homeroom. The student will be given a pass to be excused from class. At the time of his/her release from the class, the student may go to his/her locker to gather whatever is needed to leave and then report to the Attendance Office.

Parent/guardian must enter the building, sign in at the security desk, report to the attendance office, show identification, and sign out his/her child. Students may only leave when escorted by a parent/guardian. At times it is necessary for parents to call in to notify the office they need to pick up a child early; however, a note is still necessary.

A note on Extra-Curricular Activities and Athletics:

Students reporting to school late after 10:30 am or leaving early before 12:15 pm will not be permitted to participate that day. For Example: an athlete that leaves school early at 12:30pm for an appointment will not be permitted to practice or play in a game on that same day. Should this fall on a Friday and there is no practice or game that day, it would carry over to the next scheduled contest and or practice.

Excessive absenteeism or tardiness will result in action from the school. This could include conferences, formal letters to the parents, as well as increased intervention from Lackawanna High/Middle School.

Finally, please discuss your daily schedule with your child before school. These arrangements should be made prior to the school day starting. This is yet another way we are trying to instill responsibility in your adolescent children.

Please understand that these regulations are put into practice for the safety and well-being of your child.