

Attendance Policy

Philosophy Statement

Every student has a right to educational opportunities that will enable the student to develop his or her potential. The process of education requires continuity of instruction, students' classroom participation, and regular student interaction to foster academic achievement. Therefore, daily attendance and participation in all classes is required. In addition to subject matter, classroom lessons foster social interaction, development of effective communication skills, critical thinking, concept attainment, and skill development. Establishment of acceptable attendance patterns is critical if students are to be successful in the adult world outside of school.

Notification of Absence Procedures

It is the responsibility of the parent or guardian to inform the school of their child's absence prior to the start of the school day by calling 516-465-1560 (Main Office). It is mandatory that an absence note is submitted in the Parent Portal to verify each occurrence. An absence note is still required even if the parent or guardian speaks with the nurse, teacher and/or Main Office.

In addition, the daily automated calling system operates as follows:

- When your child is absent, a call, text, and e-mail will be sent to the first (#1) contact you provided on your child's Emergency Contact form.
- If the first (#1) contact you provided does not answer, the second (#2) contact you provided will be called.

All students with excused and unexcused absences are responsible to consult with their teachers regarding missing work and assignments upon returning to school. A student's final grade or progress on Individualized Education Goals (IEP) may be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc.

Excused and Unexcused Absence

Excused absences are defined as absences from class or school due to personal illness, illness or death in the family, religious observance, quarantine, tardiness with accompanying doctor's note, required court appearances, attendance at health clinics or remedial health treatment. All other absences are considered unexcused absences.

All absences must be accounted for. It is the parent's/guardian's responsibility to verify all absences as indicated above. Absences not expressly accounted for will be considered unexcused for reporting purposes.

Extended Absence Procedures

Chronic absence or absenteeism includes all absences from instruction, both excused and unexcused. Chronic absence or absenteeism is defined as missing at least ten percent of enrolled school days, which in New York State is 18 days per school year, or approximately two days per month. In addition to the above "Notification of Absence Procedures," the following sequence of protocols are in place:

1. When a student is absent for 3 consecutive days (or 4 absences in a 2-week period), an Extended Student Absence Report Form is generated and routed to the Main Office, medical department, social worker, guidance counselor, and HVS administration.
2. An HVS designee will contact the home to inform the parent of the excessive absences of the student and inquire as to its cause.
3. If the absenteeism continues and/or a parent/guardian is not responsive to requests of the HVS designee, contact will be made by either a school nurse, social worker, or guidance counselor.
4. If the absenteeism continues and contact is not made, a school administrator will contact the parent through phone, e-mail, and/or an official letter sent to the home to inform the family what the procedures are going forward. The student's home school district will also be notified of the excessive absenteeism at this time.
5. When parents violate the Compulsory Attendance Law and show no evidence of cooperating with Henry Viscardi School officials, a report may be filed with Child Protective Services.

Notes: Continuous attempts will be made to contact the home and follow-up comments are recorded on the extended absence form. Forms remain active or in progress until the student returns to school, and a new form is generated for each occurrence according to the above criteria.

The Administration may at any time direct that certain actions be taken in the interest of achieving better student attendance, including, but not limited to holding conferences with parent(s)/guardian(s) and/or suspending student participation in extracurricular activities.