

**PUTNAM VALLEY CENTRAL**  
**SCHOOL DISTRICT**

**Putnam Valley High School Comprehensive Student  
Attendance Policy**

It is the responsibility of parents/guardians to insure that their children attend school in accordance with the district calendar. It is the obligation and responsibility of each Putnam Valley High School student to attend classes as specified on his/her schedule. Continuity of instruction is a crucial part of any educational program. Regular school attendance is important because it is directly related to academic success. Further, it contributes to the development of discipline which will play a part in future career success.

**Excused and Unexcused Absences**

The Board recognizes the following as legal excuses for student absence, each of which must be verified by the student's parent/guardian or school personnel, where applicable:

1. Personal illness
2. Life threatening illness, hospitalization or death in the immediate family
3. Religious observance
4. Required attendance in court
5. Approved school-sponsored activities, including field trips, interscholastic athletics, musical and other competitions
6. Directed or authorized presence at the Administrative Offices or Nurse's Office
7. Quarantine
8. Emergency dental and medical appointments
9. Military obligations
10. Approved cooperative/work study/internship programs
11. College visitations (only for juniors and seniors), with the prior knowledge and approval of parents and counselors, so long as it does not exceed 4 days in a school year. A note will need to be provided from the college/university
12. Other reasons approved by the Board of Education

Any absence not addressed on the excused list shall be deemed an unexcused absence. Explanations which indicated travel, vacation, work, or needed at home are examples of unexcused absences.

## Eligibility for Extra & Co-Curricular and Interscholastic Sports

Eligibility for extra and co-curricular activities, interscholastic sports and attendance at school sponsored activities shall be restricted to those students whose attendance supports course credit in each of their academic subjects.

Students must be in attendance from the start of 2<sup>nd</sup> period on in order to participate in after-school activities (unless prior approval is received from a school administrator), or a doctor's note is received.

Students who arrive to class more than ten (10) minutes after the start of class without a pass excusing them for one of the reasons stated in the excused list, will be considered an unexcused absence. This includes Period 1. Three (3) lates to Period 1 is considered a "cut"/or unexcused absence.

If a student is absent for more than four (4) consecutive days for illness/injury, a physician's note must be provided for every absence thereafter or each absence will be considered unexcused.

After the 5<sup>th</sup> nonconsecutive absence or illness/injury in a marking period, a student must provide a physician's note for every absence thereafter or each absence will be considered unexcused.

Class cutting shall be deemed an infraction of the Code of Conduct in the nature of insubordination to the teacher and school administration. The Code shall prescribe a range of disciplinary interventions to address class cutting. Unexcused absences shall be considered a cut and appropriate penalties will be applied.

## Course Credit Standard

Any student with more than eighteen (18) unexcused absences in a full year course or more than nine (9) unexcused absences in a half-year/everyday course may not receive credit for the course. Denial of course credit may be appealed to a committee of faculty, administrators, Superintendent of Schools and Board of Education.

Students with properly excused absences for which the student has NOT performed the assigned make-up work, assignments and/or tests shall not be counted as an unexcused absence for the purpose of determining the student's eligibility for course credit; however, the failure to make-up work, assignments and/or tests may affect the student's grade.

### Procedure to Follow for Absences

Each absence must be accounted for. It is the parent's/guardian's responsibility to notify the office the morning of the absence. It is essential that parents/guardians provide a written excuse for each absence. Such excuses should contain the reason and date of the absence, and be presented to the Attendance Secretary as soon as the student returns to class.

*A written excuse must be presented within forty-eight (48) hours of a student's return to a specific class or school. Once forty-eight (48) hours have elapsed, the absence will be permanently recorded as unexcused and all penalties which accompany an unexcused absence will be enforced.*

Letters will be sent to parents after six (6) and twelve (12) absences to ensure that the parent/guardian is aware of the seriousness of the attendance situation. They will be asked to meet with the Assistant Principal and obtain support when needed from the guidance counselor, psychologist and/or school nurse.

This applies to period attendance as well as daily attendance.

A full copy of Putnam Valley Central School District's Comprehensive Attendance Policy can be found on the High School Website.