

ATTENDANCE MATTERS!

Happy New Year! As the new school year begins, I would like to remind all that attending school on time every day is critical to academic success, grade-level promotion, and ultimately graduation.

On regular school days, students must be **IN Check and Connect Homerooms by 7:30 AM** to be considered **ON TIME for school**. A student is LATE if they have NOT checked into Check and Connect Homeroom by 7:30AM.

*****3 unexcused tardies (late to school) will result in mandatory after-school extension per Student/Family Handbook.***

Absenteeism and tardiness is a major concern for our students post covid. When we review report cards and student achievement grades, it is clear that students who are absent from class do not learn.

A student **cannot learn if not present**. Chronic absenteeism is associated with negative outcomes such as low academic achievement, school truancy, and dropping out. Chronic absenteeism is considered missing 2 or more classes per month of school (10%).

In an initial effort to improve student attendance, I wanted to take a moment as a reminder that all absences and tardies **must be** followed with a **note from home with a legal excuse with supporting documents, e.g. doctor's note, where applicable**. **The note should be submitted to the main office upon the student's return or emailed to ghsinfo@gcslearn.org.**

- *Due to the excessive misuse of submitting notes "Excused" absences, **ALL notes** - in order to count as excused absences - **MUST** be turned in within **2 school days of the absence - and must be in writing. Notes or documentation received AFTER the 2 school days** will not be considered "excused."
- A parent or guardian may scan a note or email the office email at ghsinfo@gcslearn.org. **Please do not scan or email an individual in the HS office.**
- Allowing your student to "leave early" will result in an absence from the class.

I have attached a list of reasons for an Excused Absence from school and a list of those reasons that are considered unacceptable (unexcused). When considering appeals for eligibility, I will consider circumstances that may require excused absences so long as proper documentation has been provided.

<u>EXCUSED reasons to be absent from school as defined by New York State AND require NOTE/DOCUMENTATION or DOCTOR NOTE:</u>	<u>UN-EXCUSED reasons to be absent or tardy from school</u> (this is not an inclusive list):
☐ Illness or quarantine (require note) ☐ Illness or death in the family ☐ Medical or dental appointments with note from doctor brought back to school ☐ Impassable roads ☐ Religious observance ☐ Required to be in court ☐ Health Clinic appointment, with note from clinic ☐ Military obligations ☐ Approved college visits on your own (pick up form in GHS office) ☐ Cooperative work programs approved by the principal ☐ Approved school sponsored activities ☐ Emergency– with notification to building principal	☐ Vacation/Trip with or without Parents ☐ Work ☐ Shopping/Getting Nails/Hair Done ☐ Needed at Home/Childcare ☐ Overslept ☐ Hunting or fishing ☐ “Personal,” “Personal Reasons,” “Personal Business” or similar non-specific reason ☐ Missed the Bus ☐ Truancy: absence from school with or without parental permission, and ☐ Medical, dental, health clinic will be considered UNEXCUSED if no documentation is provided within 2 school days. Note: Chronic absenteeism without documentation may be considered educational neglect and CPS will be contacted.

School Arrival Time and Tardiness:

The building will open at 7:10AM. At 7:15AM, students will be released to go to the cafeteria. Students are released to get breakfast and then report directly to their Check and Connect Homeroom. **A student is tardy if not in the building by 7:28AM or in their assigned Check and Connect classroom at 7:30AM for attendance. The auditorium foyer doors will close at 7:28AM and students will be required to sign in through the Main Office.**

On regular school days, students must be in their Check and Connect classrooms by 7:30 AM for attendance purposes.

A note about school-sponsored Field Trips: Absence from class due to participation in a school-sponsored activity (e.g. field trip, music lesson) is considered an excused educational absence.

It is the responsibility of the student to let their teachers know that they will be absent for a field trip or music lesson and to get any assignments and notes that they missed PRIOR to missing the class.

If there are any questions, please do not hesitate to contact the school. I wish you and your family a great school year.