



Informational

NCCS Middle School Attendance Policy

2023 - 2024

When a student is absent from school, it is the parent/guardian's responsibility to contact the Middle School Office at (518) **298-8681**, (press 1) by 9:00 a.m. on the day of absence and inform the school of the reason for the absence. Homework can be requested at that time and can be e-mailed or arrangements for pickup can be made.

Excuses for absences are required by state law. Upon returning to school the student must provide the office with a written explanation giving the student's name, date(s) of absence, grade and reason, signed by a parent/guardian. A physician's note is required upon return to school after more than five (5) days of illness.

In general, students who are absent from school due to truancy or unexcused absences may not be allowed to make up work they have missed and this may affect their class grade. In the event of truancy, students may be assigned to Detention (DET) up to 5 days.

Parent/Guardian contact will be made regularly when we have not been notified in writing of an absence. For excessive absences, parent/guardian conferences may be requested and/or authorities contacted.

Excused Absences:

- Medical/Dental Appointment – note from Doctor's Office
- Sickness – Physician's note required
- Death of Family – Note from Parent / Guardian
- Religious Observance
- Quarantine – Note from Health Department
- Court Appearance or Law Related Absence – Copy of legal notice or note from attorney.
- School related field trips

Unexcused Absences:

Students will be allowed to make up missed class assignments for excused absences only. Unexcused Absences may result in a zero for any work missed: class work, examinations, assignments, final exams, midterm exams, etc. It is not the policy of NCCS to generate for students or their parents, school work for absences, which are considered unexcused.

- Trips with parents, vacations, etc. are not approved educational trips and are considered unexcused by state law.
- Release time for part-time work, babysitting, farm work, etc.
- Any absence without a note.