



ROCKY POINT UNION FREE SCHOOL DISTRICT

ROCKY POINT HIGH SCHOOL

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Dr. Scott O'Brien
Superintendent of Schools

James Moeller, Principal
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Dear Parents and Students:

As we begin another year following the district's attendance policy, it is important that parents and students are aware of all aspects of the policy and how it can impact a student's eligibility to receive credit for individual courses. Please read this overview, sign the bottom as indicated, and have your child return it to his/her first period teacher. If you have any questions concerning the policy, please do not hesitate to call your child's guidance counselor.

Rocky Point High School's Comprehensive Attendance Policy **An Overview**

(Please go to Rocky Point School District's Web Site to review a full copy of attendance policy.)

The purpose of Rocky Point School District's Attendance policy is to ensure the maintenance of an adequate record of verifying the attendance of all children during days of instruction and to establish a mechanism by which the patterns of pupil absence can be examined to develop effective intervention strategies.

The Record of Attendance - General Procedures

Each absence, late, and early dismissal will be recorded as excused or unexcused along with a code noting specific reason for absence. **Excused absences are defined as: an absence due to personal illness, illness or death in the family, religious observance, quarantine, required court appearances, approved college visits, approved cooperative work programs, or military obligations. All other absences, lateness, or early dismissals will be considered unexcused.** On the secondary level, grades 6-12, attendance will be taken during each class period and compiled in a central location within each school. This will be accomplished using the eSchool program and classroom computers throughout each secondary building.

Any absence, lateness, or early dismissal must be accounted for according to policy. **It is the parent's responsibility to notify the school within 24 hours of the absence AND to provide a written excuse upon the student's return to school.** The written note should include student's name, date of absence, reason for the absence, and parent's signature.

Minimum Attendance Requirements for 9th–12th Grade Students

The high school attendance requirement states, in part, that to be granted academic credit for any course, a student must earn a passing grade in the course and attend each class a minimum of 85% of the time.

Students will not receive course credit if absent more than: (This includes excused or unexcused absences.)

Full-year course	28 days
Full year alternating day course	14 days
Half-year course	14 days

In each course, when a student exceeds the maximum number of absences, the student's work will no longer be evaluated. A notation of "no grade" for all subsequent reporting periods and exams will be entered on the report card. Students who have failed to meet the attendance requirements will be denied academic credit but will be responsible to complete course assignments while they audit the course. **If a student is eligible to take a Regents examination, pursuant to Commissioner's Regulations, the score will be noted on the student's permanent record.**

Applicability

- a. This policy shall apply to students in grades 9-12 and for accelerated 8th grade students enrolled in courses where they earn high school credit.
- b. This policy shall apply to each course independently.
- c. This policy shall apply to students with a handicapping condition unless otherwise noted in their individualized educational program or 504 plan.
- d. Students attending classes at other facilities, such as a BOCES center, shall be subject to the attendance policies at those other facilities. In addition, this policy shall apply for the portion of the student's program for which they are enrolled at Rocky Point High School.
- e. New students to the high school, who enroll after the first semester, shall be entitled to half the number of allowable absences for each scheduled course.
- f. Students who transfer from one class to another during the school year will have their class attendance transfer to the new class.

Absences

- a. **All absences from class will be covered by this policy. No distinction will be made between the classifications of excused or unexcused when determining the total number of days absent from each course.**
- b. Students **shall not** be considered absent when they are authorized by school officials to be somewhere other than in their regularly scheduled class. For example, if school personnel expects a student to report elsewhere during their regularly scheduled class time for such activities as meetings, conferences with school personnel, testing, physical exams, music lessons, or field trips, the student shall not be considered absent. It is the responsibility of the student and/or the designated staff member to provide the teacher with written documentation to attend these sessions before they are permitted to leave the class.
- c. Absences resulting from the student being assigned to alternate learning placement will not count as a class absence.
- d. Students who, for any reason, are removed from the Regular Attendance Register and placed on Homebound Instruction shall not be considered absent from their regular classes during that time.

Notification Sequence

The following refers to the notification process pertaining to the number of absences in a single course. A student may be notified several different times if excessive absences exist in more than one class.

- As soon as possible after the fourteenth, twenty-first, and twenty-eighth absence from a full-year course, the high school administration shall send written notification to the student's parent(s) and guidance counselor.
- Similarly, as soon as possible after the sixth, tenth, and fourteenth absence from a **half-year course, or a full year alternating day course**, the high school administration shall send written notification to the student's parents(s) and guidance counselor.

Appeals Process

For extenuating circumstances only, a parent has the right to file a written appeal for a hearing with the appeals committee. The appeals committee will consist of one administrator, one guidance counselor, and one teacher. The written appeal, including all supporting documentation, must be received by the building principal within ten days of the date of the loss of credit. The committee will then rule on whether the student will continue as a regular student in the class or be placed on audit. The final decision will rest with the principal. Any further absence during the appeals process may result in dismissal of appeal and loss of credit.

Sincerely,

James Moeller
Principal

Student's Name (Print) _____	Student's Signature _____
Date: _____	
As the parent or guardian of the above named student, I have read and understand Rocky Point High School's Comprehensive Attendance policy.	
Parent or Guardian's Signature _____	Date _____