

Attendance Policy

Lawful Absence, Tardiness and Early Departures

Absences, tardiness and early departures from class are considered lawful for the following reasons: personal illness, illness of a family member, death in the family, religious observance, quarantine, required court appearance, inclement weather or failure of school bus service. All other absences, tardiness and early departures are considered by the state to be unlawful and must be marked as such.

Parents will be called by the teacher or school office on the first day of absence.

According to NY State Law, educational trips are excused absences and are planned as an integral part of a particular course of program; pupils must be accompanied by a teacher. Trips with parents, vacations, etc. are not approved educational trips and are recorded as illegal absences.

Unlawful Absence, Tardiness and Early Departures

Flushing Christian School recognizes an important relationship between class attendance and student performance. Consequently, each marking period, a student's final grade may be based on class participation as well as student's performance on homework, tests, papers, projects etc. Students are expected to attend all scheduled classes. Consistent with the importance of the classroom participation, unexcused absences, tardiness, and early departures will affect a student's class participation grade for the marking period. When students are absent, it is expected and required that work will be completed; work that is not completed will receive a failing grade.

Work Missed During Absences

Students are responsible for acquiring missed assignments and test schedules when returning from an absence of several days. Preferably the student is expected to get assignments from the school web-site and return to school with as many completed assignments as possible. Parents may call before noon to request assignments be sent home with a sibling or another student.

Prolonged Illness

Make-up work following a prolonged illness will be assigned with the understanding that the student remains for awhile in a recuperative state, learning both new and missed material under non-optimal conditions. Parents, student and teacher will agree on a due date for make-up work.

Absence Note

State Law requires that all absences, tardiness and early departures must be accounted for through a note, signed by parent or guardian explaining the nature of the absence. Absence notes must accompany the student the **first day of return** to school. A child need not be admitted without a note.

Excessive Absence

Promotion to the next grade level may be hindered by excessive absences.

Absence for Family Trip

When a child is absent from school, with the knowledge and consent of his parent, for a reason other than a lawful reason stated above, it is designated by State Law as an unlawful absence. Such an absence from school without prior agreement with the principal and the student's teacher(s) requires no special considerations given to the student. Zeros may be given for missed work at the discretion of the teacher. Major tests and assignments must be made up on student's return.

Tardiness

The school day begins at 8:00 A.M. Students who arrive late must obtain a late pass from the school office. A late mark will be placed in the attendance book and recorded on the report card. A note explaining the reasons for their tardiness is required. A student who is consistently tardy misses valuable instruction time and disturbs the class interfering with learning. Tardiness because of church attendance or a medical appointment is an excused tardiness in regard to a penalty but precludes receiving an Attendance Award.

Attendance is taken each period of the day at the middle school. Unexcused tardiness may have detention imposed. See Procedure for Changing Classes on page 29.

Attendance Award

The award will be received only by those with no absences, no tardiness and no in-school suspensions.

Disciplinary Consequences

Unexcused absences, unexcused tardiness and unexcused early departures will result in disciplinary action consistent with the district's code of conduct. Those penalties may include, but are not limited to:

- Letter to parents

- Lunch detention
- After school detention
- In-school suspension
- Filing of a DAS or PINS petition
- Filing a Educational Neglect Report