

In accordance with New York State law, children must attend school from September of the year in which they become six through June of the year in which they attain the age of 16 years. All students are expected to be in attendance whenever school is in session.

The administration and faculty of Marcellus Senior High School High believe that they have an obligation to provide a “personal education” for every student. Along with the school’s commitment is an accompanying obligation for each student to accept responsibility for his/her education. To actively pursue personal learning and to contribute toward the learning of others, each student must attend class regularly and be punctual.

The high school attendance system includes important roles for students, parents, teachers, and administrators. The following guidelines have been established in conjunction with regulations set forth by the New York State Education Department.

Attendance-related infractions, including tardiness to school, class cuts, truancy, and leaving school without permission, will result in appropriate disciplinary action which may include suspension of the student’s parking privileges.

A. Absences

On the day of an absence, a parent or guardian should call the high school office at 673-6300 between the hours of 6:00 a.m. and 7:30 am and follow the prompt for Attendance. Failure to notify the school may result in a call from the district’s automated attendance calling service to parents at home/office during the school day.

B. Time Limit for bringing in Excuses for Absences

Students are expected to bring in written parental excuses for any absence(s) within **three (3) school days** from the date of the last absence. *The note must contain the student’s full given name, grade level, the reason for the absence, the exact date of the absences(s) and the parent’s signature.* **ALL absences will be recorded as unexcused unless** written documentation is provided by a parent/guardian that specifies the absence as an excused absence. Please use the absentee form that is located [here](#), at the link on the left menu, or at the bottom of the page.

Excused absences, as defined by the district Attendance Policy, include:

1. Sickness;
2. Sickness/Death in Family
3. Required Court Appearances;
4. Scheduled Appointments with Physicians, Health Clinics and/or Agencies;
5. Religious Observance/Impassable Roads/Quarantine
6. Approved work Program/Military Obligation;
7. Approved Externship/Internship/Volunteer Activity;
8. Counselor Endorsed College Visit; and Endorsed by Administrator.

C. Lateness to School

- Students arriving late to school must have a note from a parent/guardian to be considered excused. **Students without a note will be considered unexcused.** *The only acceptable reasons for being late to school are illness, a scheduled health related appointment, required court appearances, or*

an extreme emergency. **Excessive tardies** may require written verification from a physician, health care provider, dentist, social service agency, court, or college. In absence of such written official verification, student lateness may be considered unexcused. *Families are encouraged to schedule any appointments outside of the school day so students do not miss instructional time*. Parents/Guardians who allow children to be excessively tardy without a verifiable explanation can be charged with educational neglect.

- All students must be in their homerooms by 7:50 a.m. Please refer to Section D below regarding homeroom.
- Students who arrive at school anytime during the school day after the homeroom period (7:50 a.m.) must sign in immediately at the Attendance Office.

Notes for all tardies must be turned in to the Attendance Office on the day the student is late. Please use the lateness form located [here](#), at the link on the left menu, or at the bottom of the page. Failure to submit a note will result in the prescribed disciplinary consequence(s) as listed below:

1. 3rd unexcused tardy – Detention issued by administration.
2. 4th – 6th unexcused tardies – one (1) detention assigned for **each** tardy (i.e. one for the 4th tardy, one for the 5th tardy, and one for the 6th tardy) parent notified.
3. 7th -10th unexcused tardies – Five o'clock detention for **each** tardy, parent notified
4. 11 or more unexcused tardies –in-school suspension assigned, parent contacted by administrator. One or more of the following may also occur:
 - a. Loss of driving privileges
 - b. Loss of senior privileges
 - c. Loss of unstructured time and/or extra-/co-curricular activities.
 - d. Failure to sign in immediately at the Attendance office when arriving late to school may result in detention(s) and/or 5 o'clock detention(s).
 - e. ***In the case of unique or extenuating circumstances, or chronic tardiness, administrators may use their discretion in determining appropriate consequences for students being late to school.***

D. Students/Homerooms

Each student must report to his/her assigned homeroom at the beginning of the homeroom period every day for attendance purposes. Students who arrive late to homeroom (after 7:50) must go to the attendance office for a re-admit slip. Being late three times within a marking period will result in a detention by the homeroom teacher. Each subsequent group of three lates will also warrant the assignment of additional detentions

E. Dismissals during the School Day

Dismissals will be restricted to only those reasons designated in Education Law as legal absences. A parent requesting a student's early dismissal from school should provide his/her son or daughter with a written excuse on that day *noting the time and reason for the dismissal*. Please use the early dismissal form located [here](#), at the link on the left menu, or at the bottom of the page. Students should bring excuses to the Attendance office prior to homeroom. If a student forgets a note, but must leave during the school day, a parent/guardian must contact the school and either fax a signed note or come to the Security Window or Attendance Office to sign them out.

F. Senior Late Arrival/Early Dismissal

Seniors who are in good standing may apply for late arrival and/or early dismissal for their senior year. Late arrival/early dismissal shall be a privilege. As such, it may be revoked at any time by an Administrator for failure to remain in good standing and/or violations of school rules.

The following conditions will apply to receiving and retaining a late arrival/early dismissal:

1. The student is a member of the senior class and in good standing. Good standing shall mean the student:
 2. Is scheduled for five (5) classes plus physical education.
 3. Is projected to meet all graduation requirements by the end of the current school year.
 4. Is not at risk academically (i.e. passing all scheduled classes).
2. **For late arrival-** students **must** sign in at the **Attendance Office** immediately upon arrival and must remain in the school building until dismissal.
3. **For early dismissal-**Students **must** sign out at the **Attendance Office**. Students who are granted an early dismissal may not be on school property following their dismissal time without prior approval of the building administrator. Seniors participating in after-school activities/athletics may return to the school property after the general dismissal time (2:06 pm), once the school buses have departed the property.
4. **Schedules WILL NOT be adjusted to accommodate late arrival/early dismissal.**

G. Truancy

Truancy is the unlawful absence or irregular attendance upon instruction by a student of compulsory education age. All students are expected to be present and on time throughout the school year. First and subsequent offenses will result in in-school suspension, recording of the absence as truant, and a grade of zero for all class assignments missed.