

# Attendance Rules

## Unexcused tardiness

- 1<sup>st</sup> tardy – Verbal warning
- 2<sup>nd</sup>-5<sup>th</sup> tardy – Lunch detention beginning the day of occurrence
- 6<sup>th</sup>-8<sup>th</sup> tardy – 1 day of ISS and parent notification
- 9<sup>th</sup> tardy – 1 day of ISS and parent meeting. \*May result in Principal's Credit Appeal Meeting, PINS or CPS reporting.

## Unexcused absenteeism

- All unexcused absences generate auto dialer notification
- Classroom teachers will notify parent and AP of any student with 3-7 absences.
  - 3 absences – 9<sup>th</sup> period detention
  - 5 absences – 1 day ISS issued by AP and support team involvement
  - 7 absences – Up to 3 days of ISS issued by AP
  - 8 absences – Parent meeting. Requires Principal Credit Appeal Meeting and may be recommended for PINS or CPS reporting.

Parents/guardians are responsible under the School Attendance Laws of New York State for their children's regular attendance and punctuality