

AUGUSTINIAN ACADEMY

317 West Street
Carthage, NY 13619

Phone 315-493-1301
Fax 315-493-0632

ATTENDANCE POLICY

The following procedures will be followed by all teachers and staff at Augustinian Academy, with regards to students' attendance. The object of the attendance policy will be to maintain an accurate accounting of each student during all regularly scheduled school days.

Attendance is a crucial factor for student success in school:

- 1) FACTS management system will be used to maintain daily attendance for the school year. The school secretary, or person delegated by the Principal, will be responsible for entering the attendance into the program daily.
 - a) Each teacher will use the daily attendance sheet to identify students who are absent or tardy. Codes used by the FACTS management system are listed on the sheets. These will be sent to the main office daily.
 - b) At the end of the week, a weekly report will be sent to classroom teachers to verify attendance, and then returned to the office with any corrections or additions.
 - c) Attendance records must be maintained for five years.
- 2) All teachers are required to take attendance at least three times during the day: at arrival, after lunch, after returning to the class from any "specials", any time the class leaves and returns to the room.
 - a) Grades 5-8 teachers and teachers of special subjects, music, gym, computer, art, will be required to take attendance at the start of each class period when the students first arrive
 - b) Attendance notices will be sent to the office if there is a discrepancy in the student counts.
- 3) **Teachers are required to have written notification from a parent or legal guardian for each absence, excused or unexcused.** These will be maintained by the classroom teacher during the year; and turned into the office in June, to be maintained for one year.
 - a) **Parents will be required to telephone the school to notify the secretary/principal of any absences or late arrivals, as well as provide written notification.**
 1. Late arrivals must sign in at the office.
 2. Anyone leaving early must sign out at the office
 - b) **Excused absences** include: doctor/medical appointments, family emergencies such as sickness/death, educational trips/appointments, inclement weather, and religious observance. **Unexcused absences** include: vacation, babysitting, haircuts, oversleeping, missing the bus.
 - c) Any lengthy absenteeism will require a doctor's certification.
 - d) Repeated tardiness and absences will be reported to the principal for parental contacts.

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ATTENDANCE POLICY CONT.

- 4) Attendance procedure for multiple tardiness/absences:
- a) **10 days:** A call and/or letter from the nurse to discuss the student's absence/tardiness, the school attendance policy, and what the school can do to help.
 - b) **15 days:** A letter will be sent by the Principal to address the school's concern with absences/tardiness, along with a copy of the school's attendance policy.
 - c) **20 days:** A parent conference will be requested to include the Principal, teacher, and anyone else necessary to discuss the problem and find out how we can best help.
 - d) **27 days:** The Principal will file a PINS Petition (Persons in Need of Supervision) for students 16 years of age.