

Denial of Credit (continued)

Students with properly **excused** absences will be given the opportunity and are expected to make up all missed work. It is the responsibility of the student to arrange make-up work/tests with their teachers. All work missed must be satisfactorily completed by the date set by the student's teacher(s) for the class(es) in which the absence(s) occurred.

Students faced with the loss of credit in a course due to absence, may bring their appeal before the Appeals Committee no later than five (5) days after being informed of the decision to withhold credit.

A student who has been denied credit, must continue to attend the class in order to qualify to enroll in summer school. A student's transcript will note that the student has earned a grade of DC.

Special Note: All absence notes must be submitted to the Attendance office within 48 hours of the absence.

Thank you.

*Mr. Richard Howard
Principal*

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EAST MEADOW
HIGH SCHOOL

Attendance/ Denial of Credit Policy



**Mr. Richard Howard,
Principal**

Purpose of New Attendance Policy

The Board of Education is committed to the following objectives:

1. Ensuring the maintenance of an adequate record of verifying the attendance of all children at instruction;
2. Establishing a mechanism by which the patterns of student absence can be examined to develop effective intervention strategies to improve student attendance;
3. Improving student achievement;
4. Fostering good attendance habits;
5. Preparing students for post-graduation experience by encouraging responsibility;
6. Promoting the safety of the District's students throughout the school day; and
7. Providing an intervention process to assist students and their families in improving student attendance.

Excused and Unexcused Absences

If a student is absent from school for all or part of the school day, the student must provide a reason for the absence to the Attendance Office. The Principal or his designee shall then determine



whether the absence is considered excused or unexcused.

The parent is responsible for providing a verbal notification or written notice of the reason for the absence within a forty-eight (48) hour period.

Excused Absences:

The District recognizes the following absences as "excused" absences:

Family death, illness, or emergency beyond the family's control

Student illness

Chronic /Extended Illness: For students who are absent due to a chronic/extended illness or disability, or due to a need for homebound services, documentation from the student's physician will be required.

Pre-arranged appointments with the court, social service agencies or other state agencies as well as health care providers that cannot be scheduled outside of school hours.

Inclement weather that results in unsafe travel conditions.

Religious observations

Approved college visits with documentation

Approved school-sponsored trips and activities

Pre-arranged and approved in-school appointments

Absences for any of the aforementioned reasons may be considered "excused" by the building principal upon verbal or written explanation from the student's parents. This information must be submitted upon return from the absence within 48 hours.

Unexcused Absences:

Absences for any reason other than those set forth as "excused absences" under this policy, shall be considered "unexcused."

Denial of Credit:

A student's final grade in a class may be based on participation, homework, quizzes, exams, etc. Due to the importance of class participation, students must meet a minimum standard of attendance in order to be eligible for course credit.

A student will be denied course credit where he/she has twelve (12) or more unexcused absences for a full year course and six (6) or more unexcused absences for a half year or alternate day course.