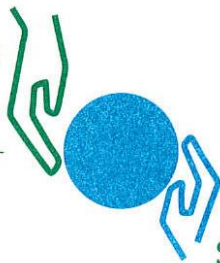


LOVE



# Cleary School for the Deaf

301 Smithtown Boulevard, Nesconset, New York 11767-2077  
www.clearyschool.org

631-588-0530 (V & TTY)  
631-588-0016 FAX

## ATTENDANCE/LATENESS POLICY

Every student has a right to educational opportunities that will enable the student to develop his or her potential. Attendance / lateness policies are based on the principle that regular and punctual school attendance maximizes the student's interaction with his or her teachers and peers and is a major component of academic success. In addition, the establishment of acceptable attendance habits/patterns is critical if students are to be successful in the adult world outside of school.

Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. Many pupils who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. The entire process of education requires a regular order to reach the goal of maximum educational benefits.

Cleary School recognizes that regular school attendance is a major component of academic success. We encourage full attendance by all students, for in-person instruction, remote (on-line) instruction or hybrid (combination of in-person and remote instruction) learning models. It is the parents/guardians responsibility to ensure a child's prompt and regular attendance to school.

Due to the direct relationship between achievement and regular daily attendance, the Cleary School for the Deaf has established the following:

### **Attendance / Lateness Code**

It is the responsibility of the parent or guardian to inform the school of their child's absence, prior to the start of the school day\*\*. It is mandatory that an absence note is sent into school the day the student returns. An absence note is still required even if the parent or guardian speaks with the nurse, teacher and/or attendance office.

Parents/Guardians must contact Cleary School directly. Information for each campus is listed here:

**Nesconset Elementary:** 631 588 0530 (front office) or 631-737-1492 (direct line to Nurses office). If a phone call is not received, the school nurse will contact the student's home.  
**AND** direct email, Talking Points or Class Dojo to your child's teacher

**Connetquot Elementary: Attendance Office:** 631-224-2001 Option 3  
**AND** direct email, Talking Points or Class Dojo to your child's teacher

**Ruth C Kinney Elementary: Attendance Office:** 631-224-2007 Option 3  
**AND** direct email, Talking Points or Class Dojo to your child's teacher

**East Islip Middle School: Attendance Office:** 631-224-2008 Option 3  
**AND** direct email, Talking Points or Class Dojo to your child's teacher

**East Islip High School: Attendance Office:** 631-224-2006 Option 3  
**AND** direct email or Talking Points or Class Dojo to your child's Homeroom teacher  
OR Cleary School @ EIHS 631-224-2005 ext:6250

\*\*In the event of remote or hybrid instruction, Parents/Guardians must contact Cleary School directly through email, Talking Point or Class Dojo to your child's teacher prior to the start of the scheduled day/session.

All students with excused and unexcused absences are responsible to consult with their teachers regarding missing work and assignments upon returning to school. A student's final grade or progress on Individualized Education Goals (IEP) may be based on classroom participation as well as student's performance on homework, tests, papers, projects, etc.

## **Excused and Unexcused Absence**

### *Preschool*

Excused absences are defined as absences and early departures from class or school due to personal illness, illness or death in the family, religious observance, quarantine, tardiness with accompanying doctor's note, required court appearances, attendance at health clinics or remedial health treatment. If a student is absent six (6) or more consecutive days, a doctor's note will be required. All other absences are considered unexcused absences.

All absences must be accounted for. It is the parent's/guardian's responsibility to contact the school as indicated above. Absences not expressly accounted for will be considered unexcused for state reporting purposes.

### *Elementary*

Excused absences are defined as absences and early departures from class or school due to personal illness, illness or death in the family, religious observance, quarantine, tardiness with accompanying doctor's note, required court appearances, attendance at health clinics or remedial health treatment. If a student is absent six (6) or more consecutive days, a doctor's note will be required. All other absences are considered unexcused absences.

All absences must be accounted for. It is the parent's/guardian's responsibility to contact the school as indicated above. Absences not expressly accounted for will be considered unexcused for state reporting purposes.

### *Middle School Grades 6-8*

Excused absences are defined as absences and early departures from class or school due to personal illness, illness or death in the family, religious observance, quarantine, tardiness with accompanying doctor's note, required court appearances, attendance at health clinics or remedial health treatment. If a student is absent six (6) or more consecutive days, a doctor's note will be required. All other absences are considered unexcused absences.

All absences must be accounted for. It is the parent's/guardian's responsibility to contact the school as indicated above. Absences not expressly accounted for will be considered unexcused for state reporting purposes.

### *Secondary 9-12*

Excused absences are defined as absences and early departures from class or school due to personal illness, illness or death in the family, religious observance, quarantine, tardiness with accompanying doctor's note, required court appearances, attendance at health clinics or remedial health treatment. If a student is absent three (3) or more consecutive days, a doctor's note will be required. All other absences are considered unexcused absences.

All absences must be accounted for. It is the parent's/guardian's responsibility to contact the school as indicated above. Absences not expressly accounted for will be considered unexcused for state reporting purposes.

### **Protocol for Unexcused /Excessive Absences:**

Chronic absence includes all absences from instruction, both excused and unexcused. Chronic absence, or absenteeism, is defined as missing at least ten percent of enrolled school days, which in New York State is eighteen days per school year, or two days per month.

1. When a student has unexcused absences (2 or more days in a week during in-person instruction, remote (on-line) instruction or hybrid (combination of in-person and remote instruction learning models), a Cleary School designee will contact the home (by phone/messaging app) to inform the parent of the excessive unexcused absences of the student and inquire as to its cause.
2. If the unexcused absenteeism continues, and/or a parent/guardian is not responsive to requests of the Cleary School designee, contact and/or a home visit will be made by a social worker.
3. If the unexcused absenteeism continues, and if contact is not made by the social worker, a school administrator will contact the parent through phone, email and/or an official letter sent to the home to inform the family what the procedures are going forward. The student's home school district will also be notified of the excessive absenteeism at this time.
4. When parents violate the Compulsory Attendance Law and show no evidence of cooperating with Cleary School officials, a report may be filed with Child Protective Services or a Petition filed with the Department of Probation.

### **Remote Instructional Model**

Students are expected to attend all of their assigned classes, whenever in-person, remote or hybrid learning is scheduled. If a student is unable to attend the assigned schedule, (including any part [session, activity, class] of the scheduled day), Parents/Guardians must contact Cleary School directly through email, Talking Point or Class Dojo to your child's teacher prior to the start of the scheduled day/session. It is expected that the student will participate in all daily scheduled activities.

If the student does not attend all of the assigned schedule of classes for 2 days without contact from the parent, the absence will be considered unexcused. The teacher will initiate the unexcused protocol stated above. If the student only attends for part of the daily scheduled activities, for 2 days without contact from the parent, the teacher will initiate the unexcused protocol stated above. Daily attendance is required for the entire schedule of instruction.

Parents are responsible to ensure that their child is attending remote learning classes. This includes signing into class at the start of each day and to be an active participant.

Contact the classroom teacher immediately if there is a specific issue of connectivity and technology. Any connectivity and technology issues must be identified before the end of the first week of school, ensuring instructional continuity.

Parents and students are responsible for looking at the Cleary website for tutorial and instructional videos on how to navigate all of the platforms, formats and technology necessary to access remote learning based on each program's needs.

### ***High School/Middle School***

Credit may be denied for mainstream coursework if a student has four unexcused class absences in any quarter. Make-up work is the student's responsibility. It is the responsibility of the teacher to assign whatever work is necessary to equate the work that was missed due to absence. Classes and make-up assignments must be made up within two weeks after returning to school.

The Administration may at any time direct that certain actions be taken in the interest of achieving better student attendance, including, but not limited to holding conferences with parent(s)/guardian(s) and/or suspending student participation in extracurricular activities.

Revised: July 27, 2020