



ALBANY LEADERSHIP
CHARTER HIGH SCHOOL FOR GIRLS

Absences

Attendance is crucial to every student's success at ALH. Consequently, we expect students to be at school every day for the entire school day. Our One Call system will notify families of their daughters' absences for that given day. If a student arrives to school after 12:00pm, she will be considered absent for the day.

In the case of an excused absence:

1. Parents/guardians should **call** the school *before* 8:00am if their child will not be attending school due to illness, religious observance, or a family emergency.
 - If you are unable to speak to someone at the front desk, please leave a message stating the student's name, the reason for missing school, a phone number where you can be reached and a convenient time to call you.
2. Students who are absent or tardy due to medical appointments or illness must bring in a doctor's note that includes the following:
 - Doctor's letterhead
 - Student's name
 - Date of the tardy/absence
 - Reason for the tardy/absence

The note must be turned in upon returning to school, no more than **48 hours** after an absence. **There will be no exceptions.**

3. Absent students should make every attempt to get their assignments for the day they miss by having someone contact the school to pick up assignments or by calling fellow students that evening.
4. On the day of their return, students should be prepared to hand in any homework or assignment(s) previously assigned or to take any quiz or test previously announced.
5. If students are late (unexcused/after 12pm) or absent on the day of a school function or event, they cannot participate in that event or in any extracurricular activity that day.

Excused Absences vs. Unexcused Absences

To be considered for an excused medical absence, **the student must bring a written note from a doctor on letterhead, with student's name, excused dates and reason for absence.** To be considered for an excused non-medical absence, a parent/guardian must provide a signed written note stating the reason for the absence. The Principal or Assistant Principal, at their sole discretion, may request additional information to verify the reason for the absence. Missing too many classes jeopardizes a student's chance of promotion.

Non-Medical Excused Absences Include:

1. A death in the family (parent, sibling, grandparent, aunt, uncle, cousin)
2. Court appearance
3. Medical or psychological tests with note from test provider. (All tests should be made up after school hours if possible.)
4. Religious holy days as defined by a religious calendar
5. Other extraordinary situations approved by the Principal or Assistant Principal.

Unexcused Absences Include:

1. Being sick at home without a doctor's note
2. Babysitting
3. Missed transportation
4. Family vacation
5. Trips to homeland/extensive travel
6. Extension of a religious or cultural holiday beyond the designated day or days on the school/religious calendar.
7. Any other absence not approved by the Principal or Assistant Principal as excused.

Chronic Absenteeism and Tardiness

ALH has procedures in place to address persistent and/or unexcused absences. These procedures include:

- Daily notification via One Call of absence that day
- A weekly attendance report will be run to identify cumulative absences for both the month and the school year
- Students who have acquired excessive absences either over a brief or extended period of time will receive one or more of the following consequences:
 - (1) A letter home
 - (2) a parent conference call
 - (3) a parent meeting with guidance team member
 - (4) a parent meeting with guidance team member and leadership team member
 - (5) a home visit with a truancy officer
 - (6) a referral for a PINS petition
 - (7) a referral to Child Protective Services for "educational neglect"

School attendance is both a right and responsibility in the State of New York. The compulsory education requirements in New York State Education Law, Article 65, §3205 requires every parent, guardian, or other person in this state having control and charges of a child from the ages of 6 to 16 to send the child to school regularly. The student must attend school the entire time classes are in session. Failure to do so will result in an investigation of the absences.

For a student to receive credit for a full-year course, she must attend regular class meetings. **Twenty-eight** unexcused absences (including absences from tardies), in any year, **could result in a student being denied credit in a given course and/or promotion to the next grade.** This decision will be made at the sole discretion of the administration with input from faculty, student and family. Please note that excessive absences can also affect summer school eligibility.

If your child is going to be absent for an extended amount of time, you should inform the Principal in order to discuss alternative instruction.

Please note: It is the responsibility of the student to get all make-up work from her teachers.