

STUDENT ATTENDANCE REGULATION

The Board of Education **stresses the importance of students attending school and class on time every day**. Period by period attendance is taken by each teacher. Missed classes, and late arrivals to class are documented and can result in the loss of credit.

The following guidelines will be followed consistently.

Student Punctuality:

- a. In the event that a student is late for a particular teacher's class for a third time, in any marking period, the teacher will refer the student to the Building Administration for after-school detention. This detention will result in an afternoon (2:40 - 3:20 p.m.) of quiet study time in a supervised setting or a supervised lunch time detention.
- b. The above three episodes of lateness are for each one specific teacher. In other words, each teacher will be following through with this process Independently. These "late to class" episodes will result in a detention from each teacher.
- c. Subsequent "late to class" episodes will result in a detention for each event. A total of five detentions will result in a parent conference at the Bridgehampton School. It will be absolutely necessary for this parent conference to occur. Students whose parents choose not to attend will be placed in after school detention until the parent conference takes place.

The slate is wiped clean at the end of each report card marking period.

Student Absences:

- a. Students are required to attend all classes. Failure to attend, for any reason results in an absence being recorded.
- b. For excused or unexcused absences, parents must send a note to attendance officer within 24 hours of the absence.
- c. For excused absences the student should seek out the teacher to secure make up work. In so doing, those excused absences will not count against the student, should a question as to adequate seat time arise.

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