

SOTA ATTENDANCE POLICY 2008-2009

The School of the Arts has the highest attendance rate – 94% annually – of any school within the Rochester City School District. Attendance is not only a legal issue, it is essential to learning well, getting good grades, and graduating on time. SOTA encourages parents and guardians to follow these simple suggestions to insure the success for every student.

How To Achieve Attendance Success!

SOTA'S RESPONSIBILITY:

- ◆ Teachers should contact you if your child has missed three (3) consecutive classes in a marking period.
- ◆ An **Attendance Letter** will be sent to you regarding your child's attendance after the third absence in a marking period.
- ◆ After the 5th absence within a marking period, an RCSD school representative will make a visit to your home.
- ◆ An **Attendance Referral** will be made asking for assistance from **PINS Department – Persons in Need of Supervision**.

PARENT'S RESPONSIBILITY:

- ◆ Have your child leave home early enough to arrive to school on time.
- ◆ Encourage a timely “wake-up” in the morning
- ◆ Prepare your child for school with the tools they need, for example: planners, book bags, calculators in required, and other school supplies.
- ◆ Encourage a reasonable bedtime to allow for ample sleep.
- ◆ Your child will be marked illegally absent unless you call, write a note, or send an e-mail to the Attendance Office.
- ◆ Be sure SOTA has your current address and accurate telephone numbers – home, work and cell - so that you can be contacted in an emergency.
- ◆ If you have a change of address, please notify the Main Office immediately.
- ◆ Read attendance information on your child's Report Card, all class absences are listed.
- ◆ Contact your child's teachers to discuss attendance either by phone, e-mail or at a parent conference.
- ◆ Call SOTA's Attendance Office periodically inquire about your child's attendance.

See that your child attends school regularly!

STUDENT RESPONSIBILITY:

- ◆ Attend school every day it is open, unless a condition exists allowing a legal absence.
- ◆ Arrive at school and EACH class on time and be prepared.
- ◆ Attend ALL assigned classes *including* Study Hall.
- ◆ Act appropriately while on school property.

Being a good student starts with good attendance!

The Rochester City School Attendance states that any student who misses three (3) classes in a marking period is at risk for **FAILING** that class. Students have 10 days after returning from an absence to make up and turn in any missed work. **It is the student's responsibility to discuss missing work with his/her teachers.**

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It's the Law

New York State Compulsory Education Law, Article 65, section 3205: School-age minors, age 6-16, MUST attend school regularly as prescribed where student resides. The student must attend school the entire time classes are in session.

LEGAL ABSENCE: Any absence from school due to sickness, death in the family, religious holidays, college visits, weather conditions (severe, unusual), court appearances or doctor/clinic appointments with a note from home.

ILLEGAL ABSENCES: Any absences from school with parental knowledge and encouragement other than previously noted above.

TRUANCY (ILLEGAL): Any absences from school and classes without parental knowledge, due to the student's choice or preference.

ASSISTANT PRINCIPAL FOR ATTENDANCE:

Jo Ann Aspenleiter
242-7682 ext. 1490

SOTA ATTENDANCE OFFICE:

242-7682 ext. 1561

ALWAYS REMEMBER...

The first step in doing well in school is being there!

