

WESTLAKE HIGH SCHOOL

Mt. Pleasant Central School District
825 West Lake Drive
Thornwood, New York 10594
(914) 769-8311

KEITH SCHENKER
Principal

BRUCE W. FERGUSON
Assistant Principal

Dear Parents and Guardians:

Your student is responsible for their own attendance for all scheduled classes throughout the course of the school year. Westlake High School is bound to comply with our district's attendance policy shown below.

Mt. Pleasant CSD Attendance Policy #7110 requires that all students attend a minimum of 90% of their scheduled classes (162 class days). This policy applies to all absences, both excused and unexcused, and students may be denied academic credit if they exceed:

- ***9 absences for a yearlong course***
- ***5 absences from a semester long course***

******A student will be considered absent for the entire period once they have missed the first 20 minutes of instruction.******

The denial of credit means that the student must repeat the course the following year or take it during the summer school term at a location outside the Mt. Pleasant School District. A student must be present in class a minimum of 75% of the scheduled class time in order to be eligible to enroll in summer school courses.

Disciplinary measures may also be imposed. Please review the Student Attendance Policy (located on page 2) for sanctions that may be imposed.

Both the Attendance Policy and potential disciplinary measures will be presented and clarified to all students during their grade level orientations scheduled for the first two weeks of school. All students will be required to sign off that they have been present for the informational orientation and that they pledge to comply with the district's policy. This letter and attached copy of the Mt. Pleasant Central School District Student Attendance Policy #7110 serve as notification to parents and guardians.

Please speak with your son or daughter regarding the importance of these new district regulations and how it may negatively impact their class standing. **Any attendance questions should be directed to the Attendance Office at 773-7886.**

Sincerely,



Bruce W. Ferguson
Assistant Principal

WESTLAKE HIGH SCHOOL

STUDENT ATTENDANCE POLICY

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The denial of credit means that a student must repeat the course the following year or take it during the summer school term at a location outside the Mt. Pleasant School District. A student must be present in class a minimum of 75% of the scheduled class time in order to be eligible to enroll in summer school courses.

TARDY TO SCHOOL OR CLASS

It is the student's responsibility to attend all classes and take personal ownership for their own education. In addition, it is the school's responsibility to provide the highest quality of education to our students and to ensure their active participation in all classroom instruction. In order to ensure and maximize student attendance the following disciplinary measures may be imposed:

Tardy to School

1-5 Tardies	Parent contact by 1 st period teacher and/or teacher detention
6-10 Tardies	Issuance of a discipline referral (which becomes part of the students official school record) and Office Detention(s)
11-15 Tardies	Parent Conference before school and 1-3 days In-School Suspension

Tardy to Class

1-5 Tardies	Parent contact by teacher and/or teacher detention
6-10 Tardies	Issuance of a discipline referral (which becomes part of the students official school record) and Office Detention(s)
11-15 Tardies	Multiple detentions or 1-3 days In-School Suspension

*****A student will be considered absent for the entire period once they have missed the first 20 minutes of instruction.*****

MT. PLEASANT CENTRAL SCHOOL DISTRICT

Student Attendance Policy #7110

Adopted by the Board of Education: November 19, 1997

Student Responsibilities

Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.

Mount Pleasant Central School District Attendance Policy #7110

The Mount Pleasant Central School District recognizes that attendance is essential for individual student achievement and quality classroom programs; **WHEREAS**, it is further recognized that attendance is essential for individual student achievement and quality classroom programs.

NOW, THEREFORE, BE IT RESOLVED, that the Mount Pleasant Central School District Board of Education adopts a requirement that students must attend 90% of their scheduled classes (162 class days). As a preventive measure, an **Attendance Committee, composed of faculty members from the High School as well as administrators**, will review each individual case on an ongoing basis during the school year to determine the number of absences and applicability of this policy. Based on the ongoing review, **after 5, 10, 15 absences, the Committee will determine alternatives** such as research project, internship with a mentor, community based project with accountability, to allow the student to make up the time. **If a student exceeds 18 absences, over the course of two semesters, or 9 absences for a semester course, and has not made an effort to make up the time, he/she will not be considered prepared for the completion of the course work and will not be allowed to sit for the final exam for the courses where absences are applicable. In addition, an incomplete grade will be given to the student, and he/she will be required to make up the courses through summer school or other alternatives as determined by the Building Principal.**

BE IT FURTHER RESOLVED, that the Building Principal who shall have discretionary authority to modify the parameters of the policy when extraordinary circumstances prevail administers this policy. An appeal process is established, which includes the parents appealing at the first level to the Principal in terms of a decision by the Attendance Committee. Second level of appeal would be to the Superintendent of Schools and the third level appeal to the Board of Education.

This policy applies to all absences legal and illegal.

NOTE: Implementation of this revised policy would commence with the start of the second semester of the 1997-98 school year. Full implementation would take effect thereafter. Also, see Policy #7410.

Adopted by the Board of Education: 11/19/97

An athlete with an unexcused absence from school on any given day will not be eligible to attend team functions on that day. The Athletic Director will consider any extenuating circumstances. Student athletes must be in attendance the full day of an athletic competition or practice.

A student must be in school five (5) consecutive periods in order to participate in a school activity that takes place after school.

The Administration reserves the right to request a doctor's note for students who have chronic absences or tardiness.