

## 2018-2019 PAWLING HIGH SCHOOL ATTENDANCE PROCEDURES

### **Absences**

If your child is absent from school for any reason, you will receive an automated call at approximately 9:30 AM.

If you would prefer not to receive an automated call, please call our school nurse, Beth Koerner, at (845) 855-4616 and leave a message by 7:45 AM.

Upon return to school, please have your child bring in an absent note to our nurse. [Please the review Board of Education policy 5100](#) for a list of legal absence reasons. However the New York State Department of Education considers a student to be chronically absent if they miss more than 10% (18 days) of the school year regardless of reason.

### **Tardy/Lates**

Students must be in their first period class by 7:48 AM.

If your child arrives late to school for any reason (after 7:45 AM), our front desk monitor will issue a late pass and a parent/guardian will receive an automated call at approximately 9:00 AM. Arriving late to class will affect your child's participation grade for that class.

### **Early Dismissals**

If your child needs to leave school early for any reason, the following procedure must be followed:

Student should hand in a note before first period or parent/guardian should send in an email to the [PHSattendanceoffice@pcsdny.org](mailto:PHSattendanceoffice@pcsdny.org) by 9:00 AM.

### **PHONE CALLS WILL NOT BE ACCEPTED.**

Please include your child's name, departure time and a phone number where you can be reached.

Our attendance secretary will call to verify each note.

Helen Callan  
Principal  
Pawling High School  
30 Wagner Road

John A. Bellucci  
Director of Athletics/Dean of Students  
Pawling Central School District/Pawling High School