



The Scholars' Academy

An Accelerated College Preparatory School for Grades 6-12
27Q323, A Knowledge Network Teaching and Learning Organization
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Principal
Brian O'Connell

September 10, 2008

Dear Parents/Guardians,

Welcome to a new school year at Scholars' Academy. Please take a few minutes to review the following procedures regarding attendance and lateness.

- Make every effort to attend school everyday. After an absence we know students try hard to make up any work they have missed, however there is no substitute for discussion and learning that takes place in class. We don't want children to attend school when they are sick, but keep in mind that absences are part of their permanent record and are available to high schools and colleges who consider them carefully.
- The Bureau of Attendance mandates that absence from school can be excused for the following reasons only:
 - a. personal illness
 - b. religious observance
 - c. death in the family
 - d. special emergency such as serious illness of primary caregiver etc.
 - e. temporary extreme poverty

An absence for any other reason is considered an unexcused absence. **PLEASE DO NOT CONFUSE BEING EXCUSED WITH BEING MARKED PRESENT.** Although an absence may be excused for the reasons cited above the student is still being marked absent with notations recorded in the New York City Department of Education computerized attendance system. All absences are counted. If your child has more than 18 absences for the year, that is considered excessive and may result in attendance probation.

- Upon returning to school, students should bring in an absence note and give it to their homeroom teacher. Attendance is taken every morning by the homeroom teacher.
- Punctuality is critical. If a student arrives late they must enter through the main entrance and fill out a late pass. The late pass must be filled out completely with part of it given to their homeroom teacher, part to the attendance office and part to the period teacher. If a student has 3 or more lateness's for the year, they are expected to serve an after school detention, 9th period, on the Friday afternoon of that week.
- As per Chancellor's Regulations, if you sign your child out of school before 9:15 am, your child will be marked absent for the day. If you sign your child out before 12:00 pm, they will be marked absent for the afternoon. This counts as a ½ day absence.

Thank you for your cooperation and best wishes for a successful year.

Respectfully,

Brian O'Connell
Principal