



Our Lady Queen of Apostles Regional Catholic School  
**The Catholic School in Center Moriches**

2 St. John Place + Center Moriches, NY 11934 + 631.878.1033 + [www.olqany.org](http://www.olqany.org)

## **Attendance Policy**

**Compulsory Attendance:** The Department of Education recognizes that the NYS Department of Education, Nassau, and Suffolk Counties all differ in their approach regarding student attendance. Based on their policies The Department of Education Attendance Policy is as follows:

**The diocesan elementary schools hold the right to dismiss or disenroll a student in grades K-8 with 12 or more unexcused absences.** Examples of excused absences: illness, certain other issues such as death in their family, impossible roads or weather, quarantine, required court appearance, military obligations, and approved school-sanctioned sports programs.

**Absence.** New York State Law requires that a parent or guardian write a note of excuse each time a student is absent. Please call to report your child's absence on the day of the absence. Notes must be written in addition to the phone report and sent in within 3 school days. An absence that exceeds 5 days requires a physician's note. A child who is absent for any reason other than illness or death in the family will be marked as an illegal absence. Failure to provide an absence note will result in the student being marked with an illegal absence. After three days of a legal absence, a parent may request any missed homework or assignments from the classroom teacher.

Attendance is essential for academic success. Regular attendance is necessary for success in learning. **Absences due to vacation are considered illegal absences.** Vacations should be planned around the academic calendar. **Teachers will not provide work or assignments in advance to students for absences due to vacations and students will have 5 days to complete the missing work when they return.**

### **School Hours.**

**Kindergarten through 8<sup>th</sup> Grade:** 7:55 a.m. - 2:30 p.m.

#### **Early Childhood & Pre-Kindergarten Sessions**

Half Day 8:30 a.m. – 11:30 a.m. - Full Day 8:30 a.m. – 3:00 p.m.

### **Arrival and Dismissal.**

**The school day begins promptly at 7:55 a.m.** School buses and cars drop off students beginning at 7:45 a.m. in the school parking lot. The back parking lot gates will close at 7:53 each morning.

If a student does not take the bus, he/she should not be dropped off before 7:45 a.m., unless he/she is participating in the Before Care program.

**Students are expected to be on time every day at Our Lady Queen of Apostles.** Children arriving after 7:55 a.m. are tardy\* and see the nurse for a late pass. **A note of explanation is**



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**required by law** unless the tardiness is caused by the District Transportation Office. **Three “lates” or “tardies” will equal one absence and can potentially impact a student’s ability to receive academic credit.**

**Students are expected to be in school for the entire day.** Early dismissals should only take for serious medical or emergency issues. Please send in a doctor’s note for all early dismissals. Recreational activities – even, if possible, doctor’s appointments – should be made for after school. Students must be present in the academic environment to excel. Frequent early dismissal may result in a conference with the Principal and representatives of the local school district. **Three early dismissals – with the exception of EMERGENCY doctor’s appointments - will equal one absence and can potentially impact a student’s ability to receive academic credit.** *\*If your child is absent from school your child may not participate in the afterschool or evening activities for that day (sports, activities, etc.).*

At the start of the school year, parents are to inform the school how their children will be dismissed - bus, walking, or car-pickup, using the Pickup Patrol App.

Each student’s district has been instructed to pick up children at 2:30 p.m. If a child is picked up every day from school parents must note this in the Pickup Patrol App. If it becomes necessary during the school year to pick up a child, who is normally transported by the bus, it must be entered by the parent in the Pickup Patrol App by 10:30 a.m.

For the safety and security of the children and the school, we cannot accept telephone, email, or fax requests for pickups unless it is an absolute medical emergency.

Please note, too, that students are not permitted to return to the school building after the day has ended to retrieve any items from their classrooms or lockers.