



# Eastchester Middle School

## Absence Reporting Procedures

REPORTING ABSENCES	Non COVID Related
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Parents should report absences daily before 9 a.m. by calling the Attendance Clerk, Mrs. Sacchinelli, 793-6130, extension 4271 or emailing [emsattendance@eufsdk12.org](mailto:emsattendance@eufsdk12.org)

REPORTING ABSENCES	<b>COVID Related Absence Reporting &amp; Procedures to Access Live Streaming</b>
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1. Parents should contact the health office at extension 4247 if a student was exposed to an infected individual, is experiencing COVID related symptoms, is awaiting test results and/or has tested positive for COVID-19.
2. School nurses will record information and will inform parent of quarantine status.
3. The health office will notify EMS administration/main office.
4. Once the school has confirmed a student is subject to a school mandated or Department of Health quarantine, they may begin passive live streaming after 24 hours (in order to give teachers notice to prepare for live streaming). Teachers will email work, post on Google Classroom, or arrange for work to be picked up.

LEGAL ABSENCES	
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New York State Law defines the following as legal student absence:

- Personal illness or illness of a family member that requires the student to remain at home to assist.
- Death in immediate family
- Required court appearance
- Required religious obligation

REQUIRED WRITTEN EXCUSE	For Non COVID Related Absences
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On the first day back to school from an absence, students must bring a written explanation of the absence, signed by a parent or guardian, to the main office. Failure to bring in a timely written excuse results in an illegal absence being recorded on the report card.

MISSED WORK	For Non COVID Related Absences
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Students are responsible to obtain all work that is missed and make arrangements to make up any tests or quizzes. **If a student will be out for three or more days, a parent or guardian should contact the EMS main office via this email address:** [mshomework@eufsdk12.org](mailto:mshomework@eufsdk12.org)

EARLY DISMISSAL	
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A note from a parent or guardian is needed in advance of a student's leaving school early. The note should be given to the main office. Students must be picked up by parents/guardians at the EHS main entrance.

LATE ARRIVAL	
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If a student is late to school, they must enter through the EHS main entrance and report to the EMS main office immediately upon arrival at school. The student must provide a note from a parent or guardian explaining the lateness. Repeated incidents of late arrivals to school without a valid note and/or excuse may be assigned detention.