



# Genesee Community Charter School *at the Rochester Museum & Science Center*

657 East Avenue · Rochester, NY 14607 · (585) 271-4320 · [www.GCCSchool.org](http://www.GCCSchool.org)

To: Families  
From: Shannon Hillman  
RE: Attendance and Tardiness  
Date: September 17, 2020

We have a lot to offer our students at GCCS and want every child to benefit from continuous attendance at school and engagement with instruction. However, while we are immersed in the hybrid model this fall due to the COVID-19 pandemic, “attending GCCS” looks very different. Please note the following:

## In-Person Attendance

### ➤ *Drop Off Times*

- School starts at 8:00 a.m. Students who are dropped off are admitted to school between 7:45 and 8:00 a.m. All students must bring the yellow COVID screening questions and have their temperatures taken prior to entering the building.

### ➤ *Late Arrival (a.k.a. “Incidents of Tardiness”)*

- Students who arrive later than 8:15 a.m. are designated tardy (i.e. “late”). Please come to the GCCS main entrance to ring the buzzer and someone will come to check the student in. Families will not be admitted into the building. A staff member will ensure the child gets to his/her/their classroom.
- If students arrive after 9:00 a.m. or leave before 2:30 p.m., they are noted as attending a partial day. This information is designated as “incidents of tardiness.”
- The number of absences and incidents of tardiness (i.e. late or partial days) will be identified on progress reports.
- Some absences and incidents of tardiness are excused and some are unexcused.

#### **Excused**

Personal illness  
Death in the family  
Impassable roads due to inclement weather  
Religious observance  
Quarantine  
Required court appearances  
Attendance at health clinics  
Middle School visits  
COVID-related isolation or quarantine

#### **Unexcused**

Oversleeping  
Missed bus  
Family vacation  
Hunting  
Babysitting  
Hair cut  
Shopping  
Any other reason which does not fall into the categories listed under “excused”

### ➤ *Absence Notification:*

- Absence, tardiness, partial days and early departure will be recorded as “excused” if the school is notified (via email, phone call, or a written note) outlining the specific reason for the student’s absence, and if the reason falls into the category of excused

absences listed above. Students who observe additional religious or cultural holidays will need to bring in a written excuse to receive a legal absence.

- If a student is home due to isolation, quarantine, or sickness for an in-person day, families may work with teachers to consider attending virtually instead of taking an excused absence.
- If a child is absent three days without notification to the school, the child may be deemed withdrawn from GCCS. (This policy excludes instances in which parents have sent in a note that lists specific dates for which a child will be absent).
- **Send all email attendance-related information to Christen Kelley at [ckelley@gccschool.org](mailto:ckelley@gccschool.org) and Maureen Milke at [mmilke@gccschool.org](mailto:mmilke@gccschool.org). Please copy the classroom teachers into the email as well.**

### **Fully Virtual/Remote Attendance**

#### ➤ ***School Day Instruction:***

- School starts at 8:00 a.m. Teachers will post assignments by 8:00 a.m. each day. Remote/Fully Virtual Learners are expected to participate in their assigned Zoom sessions during the school day and complete their daily assignments.

#### ➤ ***Missed Instruction (Missed Zoom sessions or assignments):***

- Students who miss one Zoom session or assignment during the course of a school day, will be designated “tardy” (i.e. “late”).
- If students complete less than half of their assignments/live Zoom sessions in a day, they are noted as only attending a partial day. This information is noted as “incidents of tardiness” in GCCS attendance records.
- The lists on the previous page will be used for determining excused and unexcused absences and incidents of tardiness. However, inoperable or malfunctioning technology or internet connectivity will be identified as “excused” unless there is no communication with the school or this is a frequent reason even after school intervention and support.
- The number of absences and incidents of tardiness (i.e. late or partial days) will be noted on progress reports.

#### ➤ ***Making up Instruction:***

- Virtual/Remote Learning provides the opportunity for more fluid and flexible instructional periods. Therefore, if teachers determine that assignments can be made up within a designated timeframe, then an incident of tardiness marking can be removed. For example, if a student misses an assignment on a Tuesday and the teachers allow 48 hours to complete a daily assignment, the student can turn in the assignment before Friday so they are not marked tardy for Tuesday.

The 2020-2021 Family Handbook will contain our revised attendance policy. If you have comments or questions, please feel free to call me. Thank you!