

NORTH SHORE
HEBREW ACADEMY

ישיבת חוף הצפון



VERACROSS
SCHOOL INFORMATION SYSTEMS

Attendance Procedures for NSHAHS for Students & Parents

Student Procedures

SUMMARY OF PROCEDURES

Students **MUST** check in to Ruvna upon arrival to the school building. There are three ways to check in.

1. Open the Ruvna app inside the Geofence - Upon arrival to school, open the app and click check in.
2. Use the Kiosk - Upon arrival to school, scan your student ID badge at the kiosk by security. If you can't find your badge, see Alissa for a new one.
3. At the Main Office - If neither of these methods work, go to the main office and Ann Marie or Ava can check you in manually.

These steps must be done **BEFORE** you go to davening.

TIMING

- You are considered **ON TIME** if you check in before 8am.
- You are considered **LATE** if you check in between 8:00 am and 9:00. You may check in but you do **NOT** need to go to the office.
- You are considered **LATE** if you check in after 9:00am. At that point you need to go to the office so that your actual arrival time can be confirmed and potentially adjusted.

Student Procedures

CONSEQUENCES OF NON-COMPLIANCE

- First Time Offense - Warning. You will be given a warning to check in on time going forward.
- Second Time Offense - Parents will be notified.
- Third Time Offense - Parents will be notified. You will serve lunch detention that day.
- Fourth Time Offense - You will serve lunch detention that day and your parents will be notified that you will be suspended if a fifth offense occurs.
- Fifth Time Offense - Suspension

In addition, students who opt out of text messages or email reminders may also receive lunch detention or suspension.

Please note that we take attendance seriously as it is a matter of legal and safety concerns. It affects residency status in your classes. It impacts our ability to keep safe students, faculty and first responders in the event of an emergency.

Your compliance with the rules and regulations is expected as a student of NSHAHS.

Parent Procedures

SUMMARY OF PROCEDURES

Parents are required to call or email the main office of the school to report a student's absence each day that they will not be in school.

Ways to report an absence:

1. Call 516-487-2424 ext 1 to report an absence. Be prepared to give the reason for your child's absent.
2. Email attendance@nshahs.org with your child's name, today's date and reason for the absence. If this information is not included, you may get a call to verify the information.

Student Responsibilities

1. Your child must check in on Ruvna upon arrival to school each day.
2. There are three ways they can check in: via the app, scanning their student ID at the kiosk, or going to the main office for manual check in.
3. If students do not check in by 8:00 am they are marked late. If they do not check in by 9:00 am they will be called to the office to verify arrival time.
4. If students do not check in at all, they will be subject to the following consequences as outlined in the student attendance procedure document.

The safety of our students as well as faculty, staff and emergency personnel is of utmost concern. Thank you for your cooperation.