

SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY

Statement of Overall Objectives

School attendance is both a right and a responsibility. The School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the School District recognizes that consistent school attendance, academic success and school completion have a positive correlation, the School District has developed, and, if necessary, will revise a Comprehensive Student Attendance Policy to meet the following objectives:

- a) To increase school completion for all students;
- b) To maximize student achievement and close gaps in student performance;
- c) To identify attendance patterns in order to design attendance improvement efforts;
- d) To know the whereabouts of every student for safety and other reasons;
- e) To verify that individual students are complying with education laws relating to compulsory attendance;
- f) To determine the District's average daily attendance for State aid purposes.

Definitions

Whenever used with the Comprehensive Attendance Policy, the following terms shall mean:

- a) Scheduled Instruction: Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.
- b) Absent: The pupil is not present for the entire period of the pupil's scheduled instruction.
- c) Tardy: The pupil arrives later than the starting time of the pupil's scheduled instruction.
- d) Early departure: The pupil leaves prior to the end of the pupil's scheduled instruction.
- e) Excused: Any absence, tardiness, late arrival, or early departure for which the pupil has a valid school approved excuse. Such excused non-appearance shall include: personal illness, illness or death in the family or significant other person, religious

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SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (cont'd)

observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, military obligations, absences approved in advance by the Principal, and other reasons as may be approved by the Commissioner of Education.

- f) Unexcused: Any absence, tardiness or early departure of which the pupil has the knowledge and consent, stated or implied, of his parents for other than legal reasons. Such unexcused non-appearance shall include shopping trips to the local mall, family vacation, babysitting younger siblings, and any other absence that is not excused.
- g) Truancy: A student whose parents expect him/her to be in school and in class and who does not attend for other than lawful reasons.

Coding Systems

Excused Absence

- S sickness
- F sickness or death 1n family or significant other person
- X Excused absence part of the day
 - impassable roads
 - religious absence
 - quarantine
 - required to be in court
 - attendance at health clinics and other medical visits
 - approved college visit
 - military obligation
 - emergency day
 - other as approved by the Principal

Unexcused Absence

- O unlawful detention
- truncy
- SU suspension

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SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (cont'd)

Student Attendance Recordkeeping/Data Collection

The record of each student's presence, absence, tardiness and early departure shall be kept in a register of attendance in a manner consistent with Commissioner's Regulations and school district practice. An absence, tardiness or early departure will be entered as "excused" or "unexcused" along with the District code for the reason.

In order to encourage student attendance, the following strategies and incentives shall apply:

- 1) Notices of Absences:
 - a) The pupil's parent(s) or person in parental relation shall be notified of a pupil's unexcused absence, tardiness or early departure according to the following:
 - (1) Where a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of the absence, the district shall attempt to contact the pupil's parent(s) or person in parental relation to learn the nature of the pupil's absence and notify the parent that the pupil has not arrived at school.
 - (2) A designated staff member shall contact the parent(s) or persons in parental relation to a student who is absent, tardy or departs early without proper excuse. This notice will contain the dates, times and the nature of the student's unexcused non-presence.
- 2) Disciplinary Procedures:

The pupil may be subject to disciplinary action for truancy, unexcused absence, tardiness, or early departure as stated in the Code of Conduct.

Disciplinary Consequences

Unexcused absences, tardiness and early departures may result in disciplinary sanctions as described in the District's Code of Conduct. Consequences may include, but are not limited to, in-school suspension, detention and denial of participation in interscholastic and extracurricular activities. Parents/persons in parental relation will be notified by designated District personnel at periodic intervals to discuss their child's absences, tardiness, or early departures and the importance of class attendance and appropriate

(Continued)

SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (cont'd)

interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/person in parental relation.

3) Incentives

District teachers shall work with the Building Principal to create and implement classroom based incentive programs for excellent attendance including, but not limited to, extra credit and additional privileges.

4) Intervention Strategy Development

The Building Principal shall receive attendance data and meet with other administrators and teachers as the Building Principal determines necessary to review student attendance records, address identified patterns of unexcused pupil absence, tardiness and early departure, and review current intervention methods. Where a District administrator determines that existing intervention policies or practices are insufficient, the District administrator shall notify the Board of Education prior to its annual review of the building's attendance records, of both insufficient practices and any proposed changes needing Board approval to implement.

5) Counseling

The District shall provide consistent counseling to students with chronic attendance problems.

Notice of Minimum Attendance Standard/Intervention Strategies Prior to the Denial of Course Credit

In order to ensure that parents/persons in parental relation and students are informed of the District's policy regarding minimum attendance and course credit, and the implementation of specific intervention strategies to be employed **prior to the denial of course credit to the student for insufficient attendance**, the following guideline shall be followed:

A plain language summary of the District's Comprehensive Student Attendance Policy will be provided to parents/persons in parental relation and students at the beginning of each school year or at the time of enrollment in the District.

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SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (cont'd)

Minimum Attendance for Course Credit

- 1) A student must be noted as present at 75% of a course's scheduled classes in order to earn credit for the course. Any excused absence, for which the student has completed assigned make-up work, will not be counted as an absence for the purposes of determining whether the student has attended sufficient classes to receive course credit under this provision.
 - a) For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than 10 minutes of class, whether through tardiness or early departure.
 - b) Students of compulsory attendance age suspended from school instruction may not be marked as absent unless they fail to attend scheduled alternative education on that day.
 - c) Students over the compulsory attendance age suspended from school instruction will be marked absent unless they have been assigned alternative education. If alternative education has been assigned, only failure to attend scheduled alternative education shall count as an absence.
- 2) In order to prevent loss of credit for failure to attend, the District will take the following steps:
 - a) When a student has been marked as absent for 15% of a course's classes, the District shall notify the student and parent(s), or persons in parental relation, that the student is approaching the limit of absences for losing course credit for failure to attend class. The notice will include the school's attendance for credit policy, the actual number of classes the student may miss before forfeiting the right to earn credit, and the actual number of classes missed to date;
 - b) The student and the parent(s) or persons in parental relation will be advised one month before the completion of the course if the student is in jeopardy of losing credit for failure to attend. The notice will include the school's attendance for credit policy, the actual number of classes the student may miss before forfeiting the right to earn credit, and the actual number of classes missed to date;
 - c) Teachers will provide makeup work upon request so that students who are in jeopardy of forfeiting class credits due to excused absences have the opportunity to earn credit for the course;

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SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (cont'd)

- d) Where a student is in jeopardy of losing credit for excessive absences, the Building Principal shall be responsible for reviewing attendance records, determining eligibility for makeup work for excused absences, and arranging student makeup opportunities with teachers, including deadlines.

Appeal Process

A parent/person in parental relation may request a building level review of their child's attendance record.

Annual Review by the Board of Education

The Board of Education shall annually review the building level student attendance records and if such records show a decline in student attendance, the Board shall make any revisions to the Policy and plan deemed necessary to improve student attendance.

Community Awareness

A copy of this policy shall be posted on the District website.

~~The Board of Education shall promote necessary community awareness of the District's Comprehensive Student Attendance Policy by:~~

~~Providing each teacher, at the beginning of the school year or upon employment, with a copy of the policy; and~~

~~Providing copies of the policy to any other member of the community upon request.~~

Education Law Sections 3024, 3025, 3202, 3205, 3206, 3210, 3211 and 3213
8 New York Code of Rules and Regulations (NYCRR) Sections 104.1, 109.2 and 175.6
7.3-1 Creation of Attendance Office 10/26/71
7.3-2 School Attendance Areas 9/23/86
7.3-3 Attendance Reporting Periods 12/8/64
7.3-5 Student Withdrawal Follow-up 4/22/75
7.3-7 Annual School Census 5/23/89
7.3-8 Summer School Attendance 2/23/82
7.3-9 Absence for Religious Education 7/26/83
7.3-10 Class Attendance-Grades 7-12 2/26/85
Adopted 6/25/02
7123.1R.1 VSH BPT Class Attendance Regulations for 2004-2005 1/25/05
Adopted Amended 8/23/11
Amended 6/__/22