

SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY

The Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board expects to reduce the current level of unexcused absences, tardiness, and early departures (referred to in this policy as "ATEDs"), encourage full attendance by all students, maintain an adequate attendance recordkeeping system, identify patterns of student ATEDs and develop effective intervention strategies to improve school attendance.

Notice

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purposes, procedures and the consequences of non-compliance. To ensure that all students, parents/guardians, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented:

- a) The attendance policy will be included in the student handbook and will be reviewed with students at the start of each school year;
- b) Parents will receive a plain language summary of the attendance policy by mail at the start of each school year. Parents will be asked to sign and return a statement indicating that they have read and understand the policy;
- c) When a student is absent, tardy, or leaves early from class or school without an excuse, designated staff member(s) will notify the student's parent(s) by phone of the specific ATED, remind them of the attendance policy, and review ATED intervention procedures with them;
- d) A back to school event will be held in the beginning of each school year to explain this policy and stress the parent's/guardian's responsibility for ensuring their children's attendance;
- e) School newsletters, publications and the District Web site will include components of this policy;
- f) The District will provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment;
- g) All faculty and staff will meet at the beginning of each school year to review the attendance policy to clarify individual roles in its implementation; and
- h) Copies of this policy will also be made available to any community member, upon request.
- i) Parents will be notified in writing of appropriate benchmarks.

General Procedures/Data Collection

- a) Attendance will be taken during each class period, grades Pre-K through 12;
- b) At the conclusion of each class period or school day, all attendance information shall be compiled by our student management system;
- c) The nature of the ATED shall be coded on a student's record;

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Students

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- d) Student ATED data shall be available to and should be reviewed by the designated school personnel in an expeditious manner;
- e) Where additional information is received (home instruction, suspension, field trips, appeal granted and school sponsored events) that requires corrections to be made to a student's attendance record, such correction will be made expeditiously. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules;
- f) Attendance data will be analyzed monthly to identify patterns or trends in student absences;
- g) Where consistent with other school practices, teachers and staff shall detain students outside of a traditional classroom who are absent from a class period without excuse and refer students to the building administrator;
- h) Continuous monitoring by the administration/attendance officer/designee will be conducted to identify students who are absent, tardy, or leave class or school early;
- i) Change coding of all classes in which satisfactory documentation was presented during the appeal process (including those classes that are not presently in the appeal process);
- j) Parents will be notified when Pre-K through 8 students in non-credit bearing classes fail to achieve the minimum attendance standard (at benchmarks) and the impact of the absences (if any) on academic achievement; The following steps will be taken at each specific benchmark for non-credit bearing classes.
- 7 Absences – Phone call from Teacher
 - 14 Absences – Scheduled meeting with Teacher
 - 18 Absences – Scheduled meeting with Teacher, Guidance Counselor & Attendance Officer
 - 20 Absences – Scheduled meeting with Teacher, Attendance Officer, and Superintendent;
- and
- k) Student may participate in the appeal process with or without a parent or guardian.

Denial of Credit for Not Meeting Minimum Attendance Standard

Courses taken for high school credit at the high school, middle school, and BOCES in which a student fails to achieve the Minimum Attendance Standard shall be subject to the Denial of Credit for that course. Parents/Guardians will be notified of attendance “warning” benchmarks as stated below. The Attendance Officer or a designee will reach out to parents for Level I and II. The Attendance Officer will call parents to notify them of Levels III & IV. The total number of excused and/or unexcused ATEDs for whatever reason shall result in the denial of credit at Level IV.

	<u>Level I</u>	<u>Level II</u>	<u>Level III</u>	<u>Level IV</u>
Half Year Course:	4	6	8	10
Full Year Course:	7	14	18	20
Lab Course Full Year:	10	20	28	30 (Course and Lab Period Combined)

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The following steps will be taken at each specific benchmark:

- Level I – Letter/Email advising of reaching attendance benchmark
- Level II – Scheduled meeting for parent and student with the Attendance Officer and School Guidance Counselor
- Level III – Scheduled meeting for parent and student, Attendance Officer and Superintendent
- Level IV - DCA

Tardiness and Early Departure Equate to Absence

If a student misses twenty (20) or more minutes of a class period they are considered absent.

Advisory Period Lateness

After three (3) lateness to advisory during a marking period, the student will be required to meet with the Attendance Officer and School Guidance Counselor and a phone call will be made to the parent. For any additional lateness (five (5) or more) that marking period the student will receive a detention to be served in the morning the day after lateness. Failure to appear on time to the detention assigned will result in loss of after school activities and two (2) morning detentions assigned. Failure to appear again will result in In-School Suspension. At the start of a new marking period, the number will be reinstated at zero (0) lateness and then accumulate over that marking period.

Absences

All absences require a written note within twenty-four (24) hours of the return to school.

Other Regulations

- a) For each course when a student reaches the maximum ATEDs, the report card will show a Denied Credit Attendance (DCA) to indicate Denied Credit Attendance for all subsequent reporting periods and exams, including mid-term and final exams.
- b.) If student is eligible to take a Regents examination, pursuant to the Commissioner's Regulations, the score will be noted on the student's permanent record.
- c) Summer School Eligibility Requirement: any student who fails to continue to attend classes on a regular basis will not be eligible to attend summer school.
- d) Students entering the school after the first day shall have their attendance requirement pro-rated using the eighty-five percent (85%) minimum requirement.
- e) The attendance records of a student making a schedule change in the same subject area will be forwarded to the new teacher.

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Students and parents/guardians will have a right to appeal any course that has been denied credit due to attendance. The appeal process is an effort to achieve fairness and to ensure that all circumstances are taken into account.

- a) A student, who, due to a chronic or recurring medical problem or a family crisis, for whom home instruction is not available or practical, reaches the maximum days of course absence, has the right to file a written appeal for a hearing with the Appeals Committee Chairperson within ten (10) days of the date of the loss of credit notice. The student and parent(s) or guardian(s) would appear at this meeting with appropriate, verifiable documentation to present to the committee. The committee then would rule on whether the student will continue as a regular student or be placed on a DCA audit.
- b) Appeals will be considered ONLY if the student has continued to attend class and do the required work.
- c) The excused/unexcused absences will be relevant only in the event of the appeal process.

Appeals Committee

The committee will be made up of two (2) faculty members, one (1) guidance counselor, one (1) attendance staff member and one (1) administrator.

Excused Absences

Possible excused absences include:

- a) College interviews/college visitations (documentation from university/college required)
- b) Court appearances (documentation from the court required)
- c) School-sponsored activities
- d) Military obligations (documentation from Military required)
- e) School to Work Program (verification from Guidance Department)
- f) School authorized situations (i.e., field trips, testing, music lessons, counseling, athletic events, physical therapy, occupational therapy, speech session)
- g) Death in the family
- h) Medical/Illness (medical document required directly from provider)
- i) Impassible weather
- j) Religious observance
- k) Dental appointments with written note from provider

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- l) Road test
- m) Special Education evaluations authorized by the School District
- n) In School Suspension/Out of School Suspension

In the event that a student has medical documentation and receives approved home instruction for a duration of time, those absences will not be counted for purposes of the minimum attendance requirements. Extended absences require application for homebound instruction.

Unexcused Absences

- a) Family vacation/traveling
- b) Haircut
- c) Hunting/fishing
- d) Oversleeping/tired
- e) Went on a field trip the day before
- f) Working
- g) Babysitting
- h) Needed at home
- i) Missing the bus
- j) Play rehearsal ran late
- k) Working on a school project
- l) Needed to do homework
- m) Or any reason that is not on the ATED excused list

Policy Review

Each building level administrator will provide the Superintendent and the Board of Education with annual evaluation data and statistics on the implementation of this policy. The Board will review this data to determine the effectiveness and value of the policy for improving student attendance.

Attendance Incentives

The District will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance. For example:

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- a) At the classroom levels, teachers are encouraged to assign special responsibilities to students who may need extra motivation to come to school.

Disciplinary Consequences of Excessive Absences

When the administration deems appropriate, it may use the following list of sanctions to encourage improved attendance.

- a) Loss of the right to play sports.
- b) Loss of the right to participate in extracurricular activities.
- c) Loss of the right to attend school-related activities.
- d) Attendance at meeting with parents/guardians, administration, and counselor to discuss impact of excessive absences.
- e) Repetition of course or grade level due to excessive absences.

Additional Consequences of Excessive Absences

- a) Referral to the Multi-Tiered System of Supports Specialist(s) to review the student profile and develop specific interventions.
- b) When appropriate, referrals will be made to outside agencies for additional support towards the attendance problem.

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

Adopted: 8/25/08

Revised: 8/17/09, 6/13/11, 08/31/20, 08/30/21, 01/17/23, 01/13/25