

POLICY

2005

7110
1 of 6

Students

SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY

Mission Statement and Objectives:

It is a goal of the Enlarged City School District of Middletown to ensure that each student attends school the maximum number of days possible in order to afford each student the opportunity to meet his/her potential.

Philosophy

Good attendance and class participation are essential ingredients for academic success. Any absence from class is detrimental to the learning process. Classroom lessons foster and require social interaction, development of effective communication skills, critical thinking, and subject mastery.

To achieve educational goals and to maintain a true academic environment, students must attend their classes at least the required number of times. Students who fail to meet the minimum attendance and course work requirements are at serious risk for failing the course and receiving no credit.

The Board of Education, in accordance with New York State Education Law, requires that each minor from age six to the end of the school year in which the student turns 16 years of age shall regularly attend school full time, unless he/she has completed a four-year high school course of study. He/She may attend a school other than a public school or receive home instruction, provided the instruction is equivalent to that offered in the public schools.

Strategies to Meet Objectives

The District will:

- Maintain accurate daily record keeping via a Register of Attendance to record attendance, absence, tardiness or early departure of each student.
- Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems.
- Develop early intervention strategies to improve school attendance for all students.
- Parents must be contacted for all student absences, even one-day absences. A call is not necessary if the parent contacts the school. A reasonable attempt must be made to reach the child's parent/guardian.

Definitions

Absence: The failure of a student to be physically present in school/class or at a school approved activity.

(Continued)

POLICY

2005

7110
2 of 6

Students

SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd.)

- Excused Absence: An absence for any portion of the day that meets the conditions specified under "Excused Absence;" also known as "Legal Absence" or "Lawful Absence."
- Unexcused Absence: An absence for any portion of the day that does *not* meet the conditions specified under "Excused Absence."
- Early Departure: Departure from the school building more than one hour, or one class period, before the scheduled end of the school day.
- Tardiness: The failure of a student to be physically present in the building at the designated start of the school day, or the designated start of a class period at the middle and secondary levels.

Excused Absence

- Illness of student (1)
- Serious illness, quarantine, or death in family (1)
- Observance of a religious holiday (1)
- Court appearance (2)
- Doctor's appointment (1)
- School approved activity (2)
- Family emergency (1)
- Out of School Suspension (OSS)
- In School Suspension (ISS)
- Absence due to Code of Conduct violation

- (1) Requires written parent notification
- (2) Requires pre-approval of school principal

Unexcused Absence

Absence for any reason other than listed above will be deemed unexcused.

Record Keeping

Each teacher shall keep a record of each student's presence, absence, tardiness, and early departure. Each building will produce a daily list of absentees, students who were tardy, and early departures. Each building will also maintain a record for each student indicating all absences, reasons for absence, and incidents of tardiness and early departure.

At the elementary level, grades pre-K through 5, each teacher will submit to the office names of students absent from his/her class each day.

POLICY

2005

7110
3 of 6

Students

SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd.)

At the secondary level, grades 6-12, each teacher will submit to the office names of students absent from each class, everyday.

At the secondary level, grades 6-12, each teacher will maintain a daily record of attendance, in accordance with district attendance requirements as outlined above, for each class or group for which he/she is responsible.

Record Keeping Code

- 1 - Unexcused absence
- 2 - Tardy
- 3 - Religious observance
- 4 - In school suspension
- 5 - Out of school suspension
- 6 - Early departure
- 7 - Excused absence
- 8 - Home instruction

Attendance Requirements

All registered students are expected to attend all classes as scheduled. Students who miss school or class more than ten percent (10%) risk credit denial and/or retention per the District's promotion/retention policy.

At the secondary level, any student who exceeds the maximum number of unexcused absences (20 days for a full-year course, and 10 days for a one-semester course) AND does not make up assigned class work (see make up policy) will not be eligible to receive credit for that course. Parents of students who are denied credit for these reasons will be notified in writing and by telephone. High School students who are denied credit due to poor attendance may go to summer school only if they get a 50 percent (50%) on the regular course final, as this is considered the entrance exam for summer school for those who are otherwise denied credit.

At the secondary level, lateness or early departure in excess of fifteen minutes to any class will be deemed an absence (determination of excused/unexcused to be based on conditions listed above).

Students who have been absent from either a class or from school must present written documentation from either the parent or a school official that provides the reason(s) for the absence. Failure to provide such documentation within 24 hours of the student's return to class or school may be deemed by the school principal as an unexcused absence.

(Continued)

POLICY

2005

7110
4 of 6

Students

SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd.)

Students who are attending school-sponsored field trips, assemblies, rotating music lessons, or who are involved in mandatory testing or counseling, will not be considered absent as part of this attendance policy since they are participating in activities that are an extension of the District's academic program. This paragraph is not intended to preclude the need for timely communication between and among the student and the staff members consistent with the parameters of the previous paragraph of this policy.

Students who are absent from class due to in-school suspension, or out-of-school suspension, will not be penalized by the attendance parameters of this policy.

Eligible students whose absences are due to illness or accident may be placed on home tutoring. Students who are on home tutoring are credited with attendance for their participation. Normally, eligibility is established in writing by a physician for students who must be absent twenty or more consecutive days from school. Cases involving unusual or extraordinary circumstances may be referred to the building principal or director of pupil personnel services for consideration.

Students who are classified as disabled by the District's CSE, or under Section 504 of the Rehabilitation Act of 1973, and who are in jeopardy of being denied academic credit based on this attendance policy, will have the building principal or designee determine if the disability precludes compliance with this attendance policy. If such is the case, the child will be referred back to the CSE or 504 Committee to determine appropriate attendance procedures. If the determination is such that the disability does not preclude compliance with this attendance policy, the student will be held accountable to this policy as written.

Make-up Policy

Upon returning to school following an absence, tardiness or early departure, it shall be the responsibility of the student to arrange make-up work with his or her teacher. The teacher shall provide the student sufficient time in which to make up missed assignments or examinations. Students are not entitled to make up work if their absence was considered unexcused. This does not preclude such an accommodation by either the principal or teacher.

Intervention Strategies

Copies of the District's Student Attendance Policy will be provided to parents/persons in parental relation and to students at the beginning of each school year or at the time of enrollment in the District, and will be available in each building as well.

School newsletters and publications will include periodic reminders of the components of the District's Comprehensive Student Attendance Policy. Copies of the Attendance Policy will also be included in parent/student handbooks.

(Continued)

POLICY

2005

7110
5 of 6

Students

SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd.)

Parents of students who have excessive and/or unexcused absences, tardiness or early departures will be notified by telephone and by mail. In addition, appropriate student support service personnel within the District will be identified to the student or the parent for purposes of remediation.

At the secondary level, staff members will review the District's Attendance Policy with students who have excessive and/or unexcused absences, tardiness or early departures.

Attendance Incentives

In order to encourage student attendance, schools may develop and implement grade-appropriate/building-level strategies and programs which may include but not be limited to: attendance honor rolls, prizes, rewards, special events, contests, classroom acknowledgement, etc.

Disciplinary Consequences

Unexcused absences, tardiness and early departures may result in disciplinary sanctions as described in the District's Code of Conduct.

Parent Notification

Where required, written notification of potential attendance policy violation will include the number of days school has been in session and the number of absences the student has had to date. Additional information may include incidents of tardiness and early departure, request for a parent conference and contact person, and prior attempts to notify the parent by phone.

Development of Intervention Strategies

Each building and program will establish appropriate intervention strategies that will seek to improve and reinforce school and class attendance.

Building Review of Attendance Records

The building principal or designee will work in conjunction with the building attendance clerk and other designated staff in reviewing attendance records monthly or more frequently as needed. This review will be conducted to identify individual and group attendance patterns and to initiate appropriate action to address problems of unexcused absences, tardiness, and early departures.

(Continued)

POLICY

2005

7110
6 of 6

Students

SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd.)

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: 6/2/05