

COBLESKILL-RICHMONDVILLE CENTRAL SCHOOL DISTRICT COMPREHENSIVE ATTENDANCE POLICY

The Board of Education recognizes that regular attendance in class is essential to the total learning process. Although some class absence may be unavoidable, each student is expected to make every effort to attend each assigned class.

The objectives of this policy are:

1. To accurately track the attendance, absence, tardiness and early departure of students to and from the school (hereafter referred to as 'ATEDS');
2. To ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
3. To track student location for safety reasons and to account to parents regarding the location of children during school hours.

Definitions

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

- **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.
- **Absent:** The pupil is not present for the entire period of the pupil's scheduled instruction.
- **Tardy:** The pupil arrives later than the starting time of the pupil's scheduled instruction.
- **Early departure:** The pupil leaves prior to the end of the pupil's scheduled instruction.
- **Excused:** Any absence, tardiness, or early departure for which the pupil has a valid school approved excuse. Such excused non appearance shall include, but is not limited to: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical/dental 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. Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher.
- **Unexcused:** Any absence, tardiness or early departure for which the pupil has no valid school approved excuse. Such unexcused non-appearance shall include, but is not limited to: shopping trips to the local mall, family vacation, oversleeping, skipping class, and any other absence that is not excused.

Notice

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

- A summary of this attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year
- Parents will receive a plain language summary of this policy at the start of the school year.
- The district will provide a copy of the attendance policy and any amendments to faculty and staff. New staff will receive a copy upon their employment. All faculty and staff will meet as needed to review the attendance policy to clarify individual roles in its implementation.
- Copies of this policy will also be made available to any community member upon request.
- All ATEDs must be accounted for. It is the parent's responsibility to notify the school office within at least 24 hours of the ATED and to provide a written excuse upon the student's return to school. If a

written excuse is not received within 3 school days of a student's return to school, the ATED will be recorded as an unexcused absence.

Coding System

<i>E: Excused Absences</i>	
<i>Code:</i>	<i>Reason:</i>
B	Excused Absent Illness
D	Excused Absent Family
G	Excused Absent Medical
J	Excused Absent Other
K	Excused Early Departure Illness
L	Excused Early Departure Family
N	Excused Early Departure Medical
Q	Excused Early Departure Other
R	Excused Suspended Other
V	Excused Tardy Illness
W	Excused Tardy Family
X	Excused Tardy Medical
Y	Excused Tardy Other
<i>U: Unexcused Absences</i>	
1	Unexcused Absence Travel
2	Unexcused Absence Other
3	Unexcused return-no excuse
4	Unexcused Early Departure Travel
5	Unexcused Early Departure Other
6	Unexcused Suspended Other
7	Unexcused Tardy Travel
8	Enter/leaving
9	Unexcused Travel Other

General Procedures/Data Collection

- Attendance will be taken during each class period in grades 6-12. Attendance will be taken in grades K-5 once per school day
- At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated staff member(s) responsible for attendance.
- The Building Attendance Officer shall code the nature of an ATED on a student's record.
- Student ATED data shall be available to and should be reviewed by the designated school personnel in an expeditious manner.
- Where additional information is received that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.
- Attendance data will be analyzed periodically to identify patterns or trends in student absences.
- Where consistent with other school practices, teacher and staff shall detain students in the hallways who are absent from a class period without excuse and refer the students to the Building Attendance Officer.

- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early. The building principal shall be responsible for establishing the procedures and protocols for accomplishing this requirement.

Notice of Absences

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: When a pupil is absent 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 persons in parental relation.

Intervention Strategy Development

The Building Principal shall meet each marking period with the Attendance Supervision Officer and other administrators and teachers as the Principal determines necessary to review student attendance records, address identified patterns of unexcused pupil absence, tardiness and early departure, and review current intervention methods.

Student Responsibilities

The building principal and/or classroom teacher may determine that a certain percentage of a student's grade be based on classroom participation. Students who are absent from instruction shall be afforded the opportunity to make up the class participation portion of their grade, as well as any work missed. Upon returning to school following an absence, tardiness, or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments, tests, and class participation requirements in accordance with a time schedule and manner specified by the teacher.

Incentives

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

Disciplinary Consequences

Unexcused ATEDS may result in disciplinary action consistent with the district's code of conduct. Those penalties may include, for example, detention or in-school suspension. Students may also be denied the privilege of participating in or attending extracurricular events.

In addition, designated staff member(s) will contact the student's parents and the student's guidance counselor. Such staff member(s) shall remind parents of the attendance policy, explain the ramifications of unexcused ATEDS, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation.

Annual Review

The Board shall annually review building-level student attendance records and, if such records show a decline in student attendance, the Board shall revise this comprehensive attendance policy and make any revisions to the plan it deems necessary to improve student attendance. Where the Principal determines that existing intervention policies or practices are insufficient, the Principal 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.

Attendance Supervision Officer

The Board shall designate a person as the Attendance Supervision Officer in each school building. The Attendance Supervision Officer is responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the District Attendance Policy.

Ref: *Education Law §§1709; 3024; 3025; 3202; 3205-3213; 3225*
8NYCRR §§104.1; 175.6

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Board of Education Action – Reviewed and Adopted 5/23/05, 5/22/06, 5/29/07