HEWLETT-WOODMERE UFSD **Policy 5100**

(X) Required
( ) Local
(X) Notice

ATTENDANCE

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

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:

1. The Attendance Policy will be included in student handbooks in a plain language summary and will be reviewed with students at the start of the school year.

2. Parents/guardians (and/or persons in parental relation to the student) will be provided a plain language summary of this policy at the start of the school year.

3. Parents/guardians (and/or persons in parental relation to the student) of a student entering the school district for the first time will be asked to sign and return a statement indicating that they have read and understand this policy.

4. The District will provide a copy of the Attendance Policy and any amendments thereto to teachers. New teachers will receive a copy upon their employment.

5. 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.

6. When a student is absent, tardy or leaves early from class or school without excuse, designated staff member(s) will notify the student's parents/guardians (and/or persons in parental relation to the student) by phone and/or email of the specific ATED, remind them of the attendance policy, and review ATED intervention procedures with them.

7. Copies of this policy will also be made available to any community member upon request and at the buildings, and will be posted on the District Website.

8. The principal of each building, or his/her designee, will be responsible for

reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the comprehensive Attendance Policy.

Excused and Unexcused Absences

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at required health treatment or doctor/dental appointments, approved college visits or such other reasons as may be approved by the appropriate building administrator, including but not limited to absences due to circumstances related to homelessness.

All other ATEDs are considered unexcused absences.

If a student arrives in school for any length of time, he/she is considered to be present. If he/she arrives late for school or class, it must be recorded as an "excused" or "unexcused" tardiness. If a student leaves early, it must be recorded as an early dismissal.

All ATEDs must be accounted for. It is the parent's responsibility to notify the school/attendance office within at least 24 hours of the ATED and to provide a written excuse with the reason for the absence upon the student's return to school. All written excuses must be submitted no later than five (5) school days after the student's return to school. For homeless students, the McKinney-Vento liaison, if necessary, will assist the student in obtaining proper documentation concerning the student's return to school following an excused absence.

When a student is absent or leaves early from class or school without an excuse, the school will notify the student's parent/guardian (and/or persons in parental relation to the student) by phone and/or email of the specified ATED, remind them of the Attendance Policy, and review ATED intervention procedures with them.

Tardiness

Students are expected to arrive to school and to all classes on time.

At the high school, students who are late to school must first sign in at a ScholarChip kiosk~~,~~ and obtain a machine generated late pass. Students may be assigned detention for unexcused lateness to school. At the high school, students will not be permitted to sign in to school after 12:15 p.m. without written permission from an administrator. High School students signing in after 10:15 a.m. will not be allowed to participate in co-curricular or athletic activities.

Any student entering a class after the beginning of the period is tardy for that class. The teacher shall record the lateness as either an "excused" tardiness or an "unexcused" tardiness. Students bringing a valid pass will be recorded as an "excused" tardiness. If the student does not have a note the designation shall be at the discretion of the teacher based on the reason the student is late to class. Three unexcused tardies will be considered

an unexcused absence, three excused tardies would result in an excused absence, and the consequences as outlined for absences will be applied.

Early Dismissal

If a student will be leaving school prior to the end of the day, a parent or legal guardian must come to the attendance office to sign his/her child out of school. In grades PreK-8, a parent/guardian must sign the student out in the building/attendance office prior to the time indicated on the request. High school students may sign themselves out if prior approval has been granted when verified by a parent/guardian. Leaving without being signed out by a parent or without prior approved written permission will be considered an *unexcused absence* from class and appropriate action will be taken.

Summer School Attendance

This Attendance Policy applies to students enrolled in summer school. The calculation of absences will be prorated accordingly. Note: Three (3) unexcused tardies = one (1) unexcused absence.

General Procedures/Data Collection

Attendance will be taken by the teacher during each class period.

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 nature of an ATED shall be coded on a student's record (i.e., A-Unexcused Absence; T-Excused Tardy; U-Unexcused Tardy; ED-Excused Early Dismissal; EU-Unexcused Early Dismissal). Student ATED data shall be available to and will be reviewed by the building principal and/or designee 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. If patterns emerge, District resources will be targeted to understand and eliminate barriers to attendance.

Where consistent with other school practices, teachers and staff shall detain students in the hallways who are absent from a class period without excuse and refer the students to the building principal/designee.

Continuous monitoring will be conducted by the Building Principal, or his/her designee to identify students who are absent, tardy, or leave class or school early.

If a pattern for ATEDs for an individual student is identified, designated staff member(s) will follow up in accordance with this policy.

Attendance Interventions

The District will continue to design and implement systems to support a student's efforts to maintain or improve school attendance. These may include, but are not limited to:

- Written notification by the school district to the parent or person in parental relation to the student advising the parent or person in parental relation to the student of the student's attendance history
- Verbal notification by the school district's social worker, counselor and/or building administration to the parent or person in parental relation to the student advising the parent or person in parental relation to the student of the student's attendance history
- Meeting between the parent or person in parental relation to the student and the school district's social worker, counselor and/or building administration to review with the parent or person in parental relation to the student the student's attendance history
- Commencement of court proceeding (such as a PINS proceeding if necessary)

The District provides alternative learning opportunities for students at the high school level who are not succeeding in school due to attendance, academic or emotional problems. In addition, the District maintains an alternate education site for students with extended suspensions from school in grades 6-12, as well as a Test Assessing Secondary Completion (TASC) program for students who have dropped out of school or who have not been successful.

Attendance Incentives

The District will design and implement systems to encourage student's attendance and acknowledge a student's efforts to maintain school attendance. The following incentives may be utilized to encourage student attendance:

- the benefits of a quality education in a rich and varied curriculum
- the benefits of social and emotional growth
- participation in extracurricular activities
- recognition of students with exemplary attendance

Disciplinary Consequences

Absences from class dramatically reduce a student's ability to perform effectively. An unexcused absence from class can be considered a form of insubordination that may endanger a student's health, safety or welfare. Unexcused ATEDs will result in disciplinary action consistent with the District's Code of Conduct. Those penalties may include, but not be limited to, the following:

- Parental contact
- Parent-teacher conferences
- Detention(s)
- Saturday morning detention

- Closed campus
- Suspension from co-curricular activities or athletic teams
- Suspension of parking privileges
- Denial to participate in field trips

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.

In extreme cases, families will be referred to Child Protective Services if designated staff member(s) suspect a child is being educationally neglected. The designated staff member(s) will provide CPS with the information necessary to initiate a report. If other staff members suspect educational neglect, they must follow the procedures outlined in Board Policy and regulation No. 5460, Child Abuse in a Domestic Setting.

Attendance/Grade Policy

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, in each marking period a student's grade may be based on classroom participation as well as on performance on homework, tests, quizzes, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused ATEDs and excused ATEDs for which work has not been made up will affect a student's class participation grade for the marking period.

If a student has an excused absence from school, the student will be afforded the opportunity to make up class work, homework assignments and assessments in a timely manner. It is the responsibility of the student and/or parent to obtain missed work. In anticipation of at least two (2) days of absence, or after two (2) days of absence parents may obtain class work from the school.

High School Minimum Attendance Policy

A student enrolled in the high school must be in attendance in order to be eligible to receive credit for that course. At the high school level, any student with more than 12 total absences in a semester course or in a Physical Education course or 24 absences for a full year course will not receive credit for that course.

In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity (i.e., music lesson, field trip) may arrange with their teachers to make up any work missed. Participation in a school-sponsored activity will not count as an absence.

All students with an excused ATED are expected upon their return to school to consult with their teachers regarding missed work. Only those students with excused ATEDs will be given the opportunity to make up a test or other missed work and/or turn in a late assignment

for inclusion in their quarterly grade. Make up opportunities must be completed in a reasonable time and completed by a date specified by the student's teacher for the class in question.

If a student is marked as an unexcused ATED from a class, an automated phone call will be made and an email will be sent to notify the parent at the end of the school day. It is the responsibility of the student to speak with his/her teacher to make necessary corrections should there be an error. The teacher will then notify the Attendance Office. Parents will receive written notification by mail or email of confirmed unexcused absences and dates when consequences have been assigned.

After a student has ten (10) recorded unexcused absences in a full year course or five (5) recorded absences in a half year course, the school will advise the parent/guardian, and/or persons in parental relation to the student, and the student(s) of the number of unexcused absences recorded and reiterate the requirements for attendance and denial of course credit if the student's attendance exceeds the maximum number of unexcused absences for the course in question. The classroom teacher will notify the parents of students, who have excused ATEDs and who do not make up work missed.

A student who is denied credit for attendance (DCA) will receive either a DCA/P (passing) or a DCA/F (Failing) on his her report card indicating whether the student was passing or failing the course at the time the Denial of Credit for Attendance was issued. Students who are denied credit must audit the course to its conclusion in order to qualify for summer school attendance.

A student who has exceeded the number of allowable ATEDs for a course may request a review of his/her attendance and appeal the loss of credit three (3) weeks prior to the conclusion of the course to the Principal or his/her designee. A student whose ATEDs included more than four (4) cuts in a one-semester class or PE class and more than eight (8) cuts in a full year course may forfeit the right to appeal.

Any student and/or parent/guardian (or other person in parental relation to the student) may appeal the decision to not grant the student credit for a course based upon the student's failure to meet the minimum attendance requirements as set forth in this policy. Said appeal shall be made in writing to the building principal and shall include a written statement describing the basis for the appeal. The building principal shall review said appeal and provide his/her written determination concerning the appeal within a reasonable time. The building principal's determination shall be final. The parent (or other person in parental relation to the student) may thereafter appeal the building principal's determination to the Commissioner of Education in accordance with Education Law, section 310 and the regulations thereunder.

Middle School Regents Courses Attendance Policy

The high school minimum Attendance Policy shall apply to all students taking Regents courses in the middle schools.

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.

Ref: Education Law §§1709; 3024; 3025; 3202; 3205-3213; 3225-8
8 NYCRR §§104.1; 175.6
McKinney-Vento Homeless Assistance Act, 42 USC § 11432(g)(1)(l)
Social Service Law § 34-a

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