

## 5100 ATTENDANCE

The Board of Education recognizes that regular school attendance is a vital component of academic success. It is the objective of this policy to encourage each student to attend school on time for the maximum number of days and instructional periods possible. The District will utilize strategies such as positive attendance incentives and appropriate disciplinary consequences as well as the integration of attendance standards for the purpose of earning course credit. This policy is in accordance with [Education Law Section 3205](#) and [Commissioners Regulation Section 104.1](#).

The Policy's success is contingent on the fact that all members of the school community are aware of 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.

- The Attendance Policy will be reviewed with students at the start of the school year.
- Parents will receive a copy of this Policy at the start of the school year. Parents will be asked to sign and return a statement indicating that they have read and understand the policy.
- When a student is absent, tardy or leaves early from class or school without excuse, the Administration will notify the student's parents and remind them of the Attendance Policy and enact any disciplinary and intervention strategies as needed.
- 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.
- Faculty and Staff members with attendance-keeping and grading responsibilities are expected to be familiar with this policy. New faculty and staff shall be given a copy of this policy at the commencement of their duties with respect to attendance-keeping and grading, and all faculty and staff shall be reminded of their responsibilities under this Policy on a periodic basis.
- The responsibility for good class attendance and completed work rests with the student.
- School personnel are responsible for accurate attendance record keeping by period, consistent administration of detention for illegal absence and for communicating this information to parents or guardians.
- School personnel are responsible for providing the opportunity to make up work and tests for excused absences.
- Parents are ultimately responsible for compliance with this policy.

### EXCUSED AND UNEXCUSED ABSENCES

Excused absences, tardiness and early departures from class or school are due to:

- College visits
- Military obligations
- Illness\*
- Sickness of family member
- Religious observance
- Field trips
- Court appearances
- Attendance at a health care practitioners' appointment
- Attendance at a funeral
- Driver road test
- School sanctioned work release programs, i.e. OPTIONS, work study, career exploration, BOCES
- Counseling appointments when requested by counselor
- Health office visit

Supporting documentation must be presented for each of the above listed types of absences to be considered excused i.e. note from doctor, court officer or parent. Failure to provide such documentation within 24 hours of the absence will result in the absence being designated as unexcused.

\*In order for a student illness to be considered excused after a student has been absent nine (9) times in a full year course or five (5) times in a half year course a doctor's note must be provided for subsequent illness. In order for a student illness to be considered excused after four (4) or more days of consecutive absences a doctor's note is required.

It is the student's responsibility to obtain and make up work and tests after excused absences. Teachers are not required to make up work or tests for students with unexcused absences.

All absences must be accounted for. Therefore it is the parent's responsibility to notify the school by calling 914-669-5414 ext. 2165 for Middle School/ High School attendance office or ext, 3071 for the RN's office at Pequenakonck Elementary School.

## **Unexcused Absences**

Any absence for reasons not specifically identified on the excused list shall be deemed an unexcused absence. Supporting documentation which indicate absences due to "travel", "vacation", "work", "oversleeping" or "missing the bus" are examples of unexcused absences.

## **FULL DAY ATTENDANCE**

- A student will be credited with a full day's attendance at PQ if the student arrives by noon...
- A student will be credited with a full day's attendance at the Middle/High school if the student arrives by homeroom.
- Students wishing to participate in extra and co-curricular activities must be in attendance for seven (7) full periods. (Administrative review available for special circumstances).

## **DISCIPLINARY CONSEQUENCES**

Unexcused absences will result in disciplinary action consistent with the District's Code of Conduct. Those penalties may include but not be limited to detention, in school suspension or loss of on campus parking privileges. Students may also be denied the privilege of participating in extra-curricular activities.

In addition, students, parents and school counselors will be contacted regarding unexcused absences.

Student attendance will be closely monitored. The activation of a *proactive attendance intervention system* will be triggered by specific attendance benchmarks. These benchmarks and specific intervention services are listed below.

Five (5) daily or period absences - Letter home

Ten (10) absences - Parent conference

- Plan for success developed

- Follow-up conferences

## **ATTENDANCE IS PART OF PERMANENT RECORD**

Attendance is part of a student's permanent record and is one of the most vital components of a successful academic career. Included in the absence record are excused and unexcused absences.

## **LATENESS TO CLASS**

If a student is late to class three (3) times in the middle school or high school without a signed note from a teacher, counselor, nurse, administrator or attendance person; classroom teachers will complete a disciplinary referral form with dates of unexcused lateness's and submit it to the Assistant Principal.

## **MIDDLE SCHOOL/HIGH SCHOOL PERIOD ATTENDANCE**

If a student arrives later than 10 minutes into a period, no participation points can be earned. If the lateness is legal, make-up work will be provided. If the lateness is illegal no makeup work will be allowed.

## **COURSE CREDIT STANDARD**

Any high school student who has been determined to exceed the attendance threshold, shall be ineligible for course credit. The only non-class attendance which will not count as an absence are classes missed due to attendance at other school ordered and approved instruction or functions such as home instruction, field trips and sports and music programs.

According to law, this policy will not deny course credit to a student who has exceeded the allowable number of absences but has taken all tests, completed missed class work and secured a passing grade.

Make-up assignments shall generally be required for all excused absences within a minimum of one week of the student's return to class. The time frame may be modified by the teacher or make-up assignments may be waived by the teacher in exceptional circumstances.

The administration will notify the parents/guardians, by telephone, and/or in writing, whenever a student has unexcused absences.

A representative from the counseling department or principal's office shall be responsible for making a personal contact with a student who is in jeopardy of course credit denial for the purpose of determining what reason or reasons are contributing to the student's poor attendance problem. Such efforts may include:

§ Discussions with the student's teacher or teachers

§ Discussions and/or meetings with the student and his/her parents/guardians

§ Discussions with the student's school counselor

§ Recommendation to the appropriate authorities for the suspension of school privileges.

### **Parent/Student Notification**

- Parents/persons in parental relationship will be notified by the administration if there is a pattern of tardiness to school or a particular class(es).
- Parents/persons in parental relationship shall be notified of absences, whether excused or unexcused.
- Absences will be noted in progress reports.
- When the accumulated absences are at FIVE (5) for a full year course, THREE (3) or more for a fifteen (15) week senior course, or TWO (2) or more in a half year course, a letter to the parent will be mailed home.
- When the accumulated absences are at TEN (10) for a full year course, SEVEN # for a fifteen(15) week senior course, or FOUR (4) for a semester course, a warning letter will be mailed home. Counselors will inform parents that they will be receiving this warning letter.
- When the accumulated absences reach FIFTEEN (15) for a full year course, FIVE (5) in a fifteen (15) week senior course, or SIX (6) in a semester course, a final notice will be mailed home and a school counselor will make a phone call home.
- When the accumulated absences exceed EIGHTEEN (18), SEVEN (7) for a fifteen(15) week senior course, or NINE (9) in a semester course, a registered letter will be sent home indicating that the student is in jeopardy of losing credit and/or being removed from the course.
- After consultation with the student, parent, teacher and school counselor a student may physically remain in the class in hopes of numerically passing the course. The student/parents have a right to appeal within five (5) days of being notified of exceeding the attendance limit in the course.

### **Appeals Process**

The purpose of having an appeals process is to ensure that there is accuracy and fairness in the application of the policy.

- Students wishing to have the denial of credit reviewed must notify their counselor using the official absence appeal form. A student has one week from the time of receipt of written notification of loss of credit to request an appeal and the request must clearly articulate the rationale for the appeal.
- The principal will convene a review panel of a teachers, counselors, nurse, principal or the principal's designee (the "Appeals Committee").
- The student will remain in the class until the appeal is completed.

Appeal from the decision of the appeals committee shall be made to the Superintendent. Appeals to the Superintendent must be in writing and must be made within one week of notification of the decision of the Appeals Committee.

### **Distribution of Policy**

- Copies of North Salem's District Attendance Policy shall be distributed to faculty. Newly hired teaching staff members shall be provided a copy of the policy upon employment.
- The Policy is also available on the District Website at [www.northsalemschools.org](http://www.northsalemschools.org): Board of Education: Policies: Section 5000 Student Policies: Section 5100 Attendance Policy
- Students and parents will be provided a copy in September of each year. Parents will be asked to sign off upon reading the policy.

### **Annual Review**

The Board of Education shall annually review the Attendance Policy and re-adopt at the reorganization meeting in July.

Cross ref:

4710, Grading Systems

5151, Homeless Children

5300, Code of Conduct

5460, Child Abuse in a Domestic Setting

Ref:

[42 USC §11432\(g\)\(1\)\(I\)](#) (McKinney-Vento Homeless Assistance Act)

[Education Law §§1709; 3024; 3025; 3202; 3205-3213; 3225](#)

[8 NYCRR §§104.1; 175.6](#)

[Social Service Law §34-a](#)

Reading: May 2, 2018, May 15, 2018, June 5, 2018

Adoption date: June 5, 2018

**North Salem Central School District**

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