

INSTRUCTION

District Specific Policy.

JUNIOR AND SENIOR HIGH SCHOOL POLICY FOR ATTENDANCE REGARDING ACADEMIC CREDIT

I. Statement of Policy

The Oriskany Central School District (the District) recognizes a critical relationship between class attendance and student academic performance. A student's final grade will include the expectation that ~~he/she is~~ they are in attendance during the days that a course is in session in order to receive credit for that course as outlined below:

- A. A student may not miss more than twenty-five (25) days of instruction in order to receive credit for a full year course.
- B. A student may not miss more than thirteen (13) days of instruction to receive credit for a one semester course.
- C. In the instances where classes meet less than the standard five-day a week format, the applicable days of twenty-five (25) for full year and thirteen (13) for semester courses will be pro-rated in a fair and equitable manner.
- D. Presence in class shall be defined as physical presence in class or working under the direction of the teacher in another supervised area.
- E. Students approved for homebound instruction by a school approved tutor (or other arrangements as approved by the High School Principal) will be considered present for all classes.
- F. In-school and out-of-school suspension will be considered a school or class absence.
- G. Superintendent Conference and Regents Exam days do not count as days of instruction.
- H. This Policy shall not be a substitute for the Code of Conduct discipline procedures as they relate to illegal or unlawful absence from class or school.

II. Monitoring Student Attendance

- A. Teachers are responsible for maintaining accurate records of class absences and lateness and reporting the students to the Principal when the problem becomes chronic.

INSTRUCTION

District Specific Policy.JUNIOR AND SENIOR HIGH SCHOOL POLICY FOR ATTENDANCE REGARDING
ACADEMIC CREDIT

- B. Two (2) absences of fifteen (15) minutes or more will be considered as a one (1) period absence. This penalty may be waived by the Principal due to extenuating circumstances.
- C. When a student reaches fifteen (15) absences in any full year course, seven (7) absences for a one semester course, a student conference will be held to include the student, guidance counselor and the High School Principal. The parents will be notified in writing.
- D. When a student reaches twenty (20) absences in any full year course or ten (10) absences in half year course, a parental conference will be scheduled. This conference will include the student, parents, guidance counselor and High School Principal. At this conference, courses of action will be explored to present the student from reaching the maximum number of absences.
- E. When a student exceeds twenty-five (25) absences (full year course) or thirteen (13) absences (half year course) a registered letter will be sent from the Principal to the parent/guardian of said student indicating that credit for that course will be denied.

III. Excused Absences

Only students with a properly excused absence will be given an opportunity to make up a test or other related assignments. A student is responsible for the work which is assigned during ~~his/her~~ their absences. It is the responsibility of the student to check with the teacher to see what ~~he/she has~~ they have missed during ~~his/her~~ their absence. If a student is to be out of school for an extended period of time, the parent or guardian may request that schoolwork be sent to the student. If the situation requires that the student be absent from school for a very long period of time, tutorial assistance will be provided for the child.

IV. Removing Student from Course

A student disqualified from receiving credit in any course(s) may be assigned in one of the following manners:

- A. Be removed from the course(s) and assigned to alternate course(s) only at the opening periods of those courses.
- B. Be removed from the course(s) and assigned to study hall.

INSTRUCTION

District Specific Policy.JUNIOR AND SENIOR HIGH SCHOOL POLICY FOR ATTENDANCE REGARDING
ACADEMIC CREDIT

- C. Any removal or suspension from the class will be in accordance with Education Law 3214(3).

- V. Required Intervention

In addition to the notification process specified in Section II above, specific intervention strategies must be employed before the denial of course credit. Such intervention strategies are described under the District's Student Attendance Policy.

- VI. Right of Appeal

- A. A student who has been denied credit due to excessive absence has the right of due process to appeal this decision.
- B. A written appeal must be made in writing by student, parent, and/or guardian and submitted to the Building Principal within ten (10) school days of receipt of notification of the denial of credit.
- C. The appeal will be acted on by a committee made up of two (2) teachers, the guidance counselor, the school nurse and the Building Principal. The committee will recommend to the Building Principal to deny credit, allow for credit recovery, or grant a waiver and continue with medical documentation and/or recommend the Superintendent proceed to a 3214 hearing.
- D. The Superintendent will conduct a hearing according to Education Law 3214(3) and render a decision.

Oriskany Central School District

Cross Ref: 1006, Code of Conduct; 7004, Student Attendance Policy; 8201, Homebound Instruction

Legal Ref: NYS Education Law § 3214

Adopted: 08/14/89

Revised: 07/06/92, 12/14/15, 03/10/20, _____