

----ATTENDANCE----

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

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.

- The 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 by mail 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, designated staff member(s) will notify the student's parent(s) by phone and mail of the specific ATED, remind them of the attendance policy, and review ATED intervention procedures with them.
- A back-to-school event will be held at the beginning of each school year to explain this policy and stress the parent's responsibility for their ensuring their children's attendance.
- School newsletters and publications will include periodic reminders of the components of this policy.
- Via the Code of Conduct, the district will provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy of the Code of Conduct upon their employment.
- Principals will brief all faculty and appropriate staff each school year regarding the attendance policy, to clarify individual roles in its implementation.
- Copies of the attendance policy will also be made available to any community member, upon request.

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 health clinics, approved college visits, approved cooperative work programs, military obligations, or such other reasons as may be approved.

All other ATEDs are considered unexcused absences.

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.

GENERAL PROCEDURES/DATA COLLECTION

- **Attendance will be taken 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.
 - 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, 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.
 - Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early.
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DISCIPLINARY CONSEQUENCES

Unexcused ATEDs will 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.

ATTENDANCE/GRADE POLICY

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

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 lessons, field trips), may arrange with their teachers to make up any work missed. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason.

All students with an excused ATED are expected upon their return 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 final grade. Make up opportunities must be completed by a date specified by the student's teacher for the class in question.

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 NYCRR §§104.1; 175.6

Adoption date: June 9, 2009

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----COMPULSORY ATTENDANCE AGES----

All children are required by New York State law to attend school full time, in a public, private or parochial school, unless exempt from attendance in conjunction with current law or regulation, and approved by the State Education Department from the first day of session in September of the school year in which the minor becomes six years of age through the last day of the school year in which such minor becomes sixteen years of age, unless he/she has completed a four-year high school course of study. A minor who has completed a four-year high school course of study is not required to attend.

The Board of Education, through the Superintendent as chief administrative officer, is responsible for enforcement of the Compulsory Education Law.

Ref: Education Law §§1711; 3201; 3202(1-a); 3205; 3206; 3208; 3225
8 NYCRR §101
Family Court Act §§711 et seq.

Adoption date: June 9, 2009

Administrative Protocol for H.S. Student Attendance

I. Attendance Philosophy

A. The primary purpose of a school is to educate its students to become responsible citizens and to prepare them for entry level employment or higher education. It is extremely important for students to attend classes daily, so that the process of education progresses. In those instances where students are not present for instruction, their ability to succeed is inhibited. When there is substantial absence from instruction, students may be unable to successfully complete the requirements of the course.

B. Any absence from class will be detrimental to learning, and could result in a serious lowering of the student's grade. Absence from class is intended to include any program placement that includes, but is not limited to Champlain Valley Technology Educational Center. Although the school will attempt to keep the parents/guardians informed of excessive absences, so that lower grades or failure will not come as a surprise, it should be understood that, ultimately, it is the legal responsibility of the parent/guardian (and obligation of the student) to see that attendance at school occurs on a regular basis.

II. Attendance - Compulsory Education

New York State Education Law requires all children to attend school on a regular basis, until the completion of the school year in which they become 16 years old. Beyond this age, students are not required to attend public school, but if they do attend they are to observe the attendance rules of their school.

III. Attendance Objectives

It shall be the policy of the Peru Central School District to have a Comprehensive Attendance Policy which seeks to:

A. Ensure the maintenance of an adequate and accurate record of attendance for all children enrolled as students at Peru High School and in accordance with NYS Education Law.

B. Establish practical procedures to account for the whereabouts of all children throughout the school day.

C. Maximize student achievement and school completion for all students.

D. Increase student achievement by decreasing student absence and by encouraging a higher attendance rate.

E. Comply with all aspects of the New York State Education law with regards to pupil attendance, transfer, or withdrawal, etc. and the maintenance and compilation of all relevant and necessary data.

IV. Strategies to Meet Objectives

A. To create and maintain a positive school climate and culture which provides an environment conducive to learning and makes school a desirable place to be for faculty, staff and students.

B. To encourage student attendance by clearly communicating the attendance policy and expectations to students, parents and faculty.

C. To communicate attendance concerns directly to parents and discuss those concerns with the student.

D. To reward students, who have meet attendance standards, by creating linkage between acceptable attendance rates and participation in:

1. extra-curricular activities
2. granting of school privileges such as: use of senior privileges, driving on campus privileges, etc.
3. attendance at Prom
4. recognition of perfect attendance and most improved attendance

E. To maintain accurate pupil attendance for the purpose of: identifying trends, conducting interventions, and establishing an average daily attendance rate.

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V. Absences Defined

Peru High School, in compliance with NYS Education Department Law, identifies two types of absences: excused and unexcused.

A. Excused Absence is an absence, late arrival or early dismissal which is due to any of the following reasons:

1. personal illness or injury
2. serious illness, emergency illness or death in the student's immediate family
3. obligatory religious observance
4. quarantine-verifiable by physician or County Health Dept.
5. court-required appearance
6. medical/dental appointments
7. approved college visit or interview (verification of visit is required)
8. approved cooperative work programs
9. military obligations
10. music/band/chorus lessons as approved by building principal
11. road test (not a driver's permit test)
12. participation in a school-sponsored activity
13. in-school-suspension and/or out-of-school suspension where student participates in tutoring services as provided
14. other reasons authorized by the Principal or Superintendent of Schools

B. These excuses may require verification and submittal of timely, legitimate written explanations issued by child's parent/guardian and/or designated authority.

C. Unexcused Absence is an absence, or late to school or class, leaving school or class without appropriate authorization from parent/guardian or administration, or absent from school for reasons not recognized as excusable absences. These unexcused absences include, but are not limited to:

1. family vacations/planned events
2. hunting trips
3. babysitting
4. oversleeping
5. trips not authorized by the building principal
6. meetings held during the school day without the Principal's authorization
7. farm work/other types of labor
8. employment

VI. Attendance Procedures:

A. Expectations for Students

1. Be to class on time.
2. When absent or late, due to an excusable reason (as defined herein), student will provide a written explanation of the reason for late arrival, leaving school before the end of the school day, or absence as written and signed by his/her parent/guardian
3. In the event that student is late to class, is absent from one or more classes, or leaves school without appropriate authorization or for an excusable reason, student will face consequences as directed in Peru CSD Conduct & Discipline Policy and Peru High School Student Handbook.

B. Expectations for Parents/Guardians

1. Assist each child in their care to be on time and prepared for school
2. Call the Attendance Office, at the start of the day, if child is not expected to attend school, will arrive late, or needs to leave school early.
3. The parent/guardian must submit a written and signed explanation of the reason the child was not present in school, left early or arrived late to school, even if he/she has called to notify the school of the circumstances.

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- a. Letters/notes for absences for three or more days must be submitted by doctor or health care provide.
- b. Letters/notes from the Admission Office must be submitted for all college visits.
- c. Letters/notes from authorized court officials must be submitted for mandatory court appearances.
- 4. Cooperate with school officials, when addressing student's truancy and/or attendance concerns.
- 5. Personally sign out (or have established emergency contact sign out) the student when the student leaves school prior to the end of the school day.

C. Expectations for Faculty

Taking attendance is required for each period of the school day for grades 9-12 (8 NYCRR Section 104.1(d) (7) (ii)).

1. To take accurate attendance for each student enrolled in each class/section and submit the attendance record to the designated school personnel.
2. To report all missing students to the Assistant Principal's office, using a written notification.
3. To assist in identifying and collaborating on how to address excessive student absences and/or tardiness.
4. To contact student's parent with concerns regarding class attendance issues.
5. To participate in parent meetings, guidance meetings and/or administrative meetings regarding student attendance issues.
6. To send absentee notices to main office for parent letter to be generated as per Section VII.

D. Expectations for Attendance Personnel

1. To input students' attendance as indicated by teachers' written attendance records, which have not been submitted electronically.
2. To track daily attendance of each student.
3. To notify parents when a student is recorded as missing for one or more consecutive days from school, or as directed by the building principal.
4. To prepare absentee notices for notification of student absences as indicated within the timeframes designated for parent notification, have Principal sign and mail to parent.
5. To prepare attendance reports, track data, and input such data as is related to student attendance.

E. Expectations for Administrators

1. To see that class attendance is recorded in a manner consistent with state requirements.
2. To see that a summary report of each individual student's attendance record is reported to parents/guardians at the end of each marking quarter or more frequently if so required by the school's code of conduct.
3. To see that a summary of the Attendance Policy & Procedures is included in the school's code of conduct for students, and distributed to students, parents/guardian at the start of classes each academic year.
4. To see that students are given an opportunity to make up work that was missed due to one or more excused absences.
To hold an informal conference with the student, his/her parent(s)/guardian(s), to determine whether or not course credit will be granted.

VII. Attendance Concerns

Parents of students with attendance concerns shall be notified in the following manner:

- A. Written warnings will be sent to parents with a child who has been absent seven, thirteen, and nineteen days for full year courses. At or around 19 days of absenteeism the principal or designee will hold an informal conference with the parent and the student.

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B. Written warnings will be sent to parents with a child who has been absent three and again at seven days for a semester course or a Physical Education class. At or around 10 days of absenteeism the principal or designee will hold an informal conference with the parent and the student

C. An attendance hearing with the building principal will be held at 25 days in a year-long course, 13 days in a semester course or 13 days for Physical Education courses. The hearing will provide parents and students the opportunity to discuss extenuating circumstances that may impact the outcome of denial of credit for the course(s).

- D. The outcome of the informal conference with the building Principal may include, but is not limited to:
1. extension of the minimum attendance policy
 2. the assignment of No Grade for the course
 3. student may be continued in the same course on an "audit" basis only as long as he/she is not deemed as "substantially disrupting" the class as per the PCSD Conduct & Discipline Policy.
 4. student may be reassigned another course of study or program change
 5. a discussion and/or plan for intervention strategies
 6. discussion of student and/or parent responsibility for student attendance
 7. referral to an outside agency, which includes but is not limited to: PINS (Person In Need of Supervision), CPS (Child Protective Services) for educational neglect, etc.
 8. a written, informal agreement between the student, parent/guardian and Principal for a prescribed course of action addressing attendance and/or behavioral concerns.

VIII. Attendance Incentives and Attendance Sanctions

A. Attendance Incentives

In general, the following attendance incentives will be used to encourage and recognize positive student attendance:

1. participation in student recognition activities
2. participation in extracurricular activities
3. prom attendance
4. administer certificates for *Most Improved*, *Perfect Attendance*, etc.
5. eligibility to participate in CV-TEC program(s)
6. issuance of driving privileges on campus
7. issuance of Senior privileges

B. Description of Attendance Sanctions

Unexcused absences and/or tardiness will be subject to consequences that includes, but are not limited to:

1. after-school detention
2. in-school-suspension
3. lunch detention
4. study hall detention
5. revoke/deny driving privilege
6. revoke/deny senior privileges
7. alternate program placement
8. CPS report (Child Protective Services)
9. referral to Family Court
10. referral for Person-In-Need-of Supervision (PINS)
11. transfer student's status to NO GRADE (NG) designation
12. schedule change
13. denial/modification of CV-TEC program and summer school

These possible consequences are listed in no particular order. Consequences will be enforced based on the *Peru Central School Conduct and Discipline Policy*; section 7 Maintenance and enforcement of public order at school.

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IX. Requesting Missed Work and Making Up Missed Work

- A. If a student is absent due to excused or unexcused absences, the student must turn in missed work within three school days of returning to class (or within two weeks of returning to class if absence extends beyond five consecutive days). It is the student's responsibility to request work from the teacher.
- B. If a student knows he/she will be out sick for two or more days, the student or parent/guardian may request from the Guidance Office that work be collected from his/her teachers. All requests must be in by no later than 2:15 p.m. on the day student wishes to have work collected for him/her. Work can be picked up at 2:15 the following day in the Guidance Office. It is the parent/guardian's responsibility to get the work to the student.
- C. Students who have been suspended, received In-School-Suspension, or have been placed with an outside agency (but who are still Peru CSD students) will be given full opportunity to make up work, quizzes, tests, etc. without any reduction in grade for work that was due, during their alternative placement.

X. Course Credit

- A. Students who have excused and unexcused absences from a one-semester course in excess of 13 days, or absences in excess of 13 days per year for Physical Education class, or absences in excess of 25 days for a full-year course may be denied course credit.
- B. The decision to deny course credit shall be the responsibility of the building principal, based on the outcome of an informal conference held to determine course credit eligibility. Students are expected to be in attendance at least 85% of the time any given course meets (with some exceptions, see Section XII).
- C. To receive credit for class attendance, a student must be present for half of the time the class meets or twenty minutes, whichever is the lesser amount of time.

XI. Attendance Interventions

- A. Every reasonable effort will be made to keep parent(s)/guardian(s) informed of their child's attendance issues or concerns. In addition to parent conferences with teachers, guidance counselors and/or administrators, parents will be contacted when their child's attendance reaches the designated occurrence of concern (see Section VII).
- B. All students and their parents/guardians will be expected to sign Peru High School's Attendance Agreement to acknowledge that they have been informed of the Attendance Policy and Procedures and understand the attendance expectations (see Appendix A).
- C. Student, parent, guidance counselor and any other staff member who is identified by the building principal may be requested to attend an informal conference in regards to student attendance concerns. The information gathered may result in interventions that include, but are not limited to:
 - 1. program adjustments
 - 2. assignment of detention/ISS
 - 3. restriction/exclusion of student participation in extracurricular activities
 - 4. restriction/exclusion of student participation in non-mandated school sponsored events
 - 5. referral to outside agencies: Child Protective Services, Family Court, etc.
 - 6. revocation of senior privileges
 - 7. written agreement designating an intervention plan as approved by the building principal

XII. Granting of Course Credit Without Meeting Attendance Requirements

- A. A student may earn up to six and one half units of local credit toward a Regents or local diploma without taking a course, if the student scores at least 85 or its equivalent on a Regents exam or state-approved examination, and successfully completes either an oral exam or a special project that shows proficiency in such knowledge, skills, and abilities normally developed in the course but not measured by the relevant Regents exam or state-approved test, as determined by the principal (8 NYCRR section 100.1(b)(2) and section 100.5(a) (5) (v), (d) (1) (ii), (iii)).
- B. A student is eligible to earn credit for examination only, if the superintendent of schools determines that based on the student's past academic performance, the student will benefit academically from this alternative.

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C. A student may be granted course credit as a conclusion of an appeal process that involves the principal having an informal conference and an attendance hearing with the student and/or his/her parents to determine if extenuating circumstances should be considered.

D. A policy may not deny credit to a student, who has taken all tests and has secured a passing grade, but has exceeded the allowable number of absences for that course (Appeal of Johnston, 35 Educ. Dep't Rep. 154 (1995), Appeal of Shepard, 31 Educ. Dep't Rep. 315 (1992); Matter of Burns, 29 Educ. Dep't Rep. 103 (1980).

Footnotes:

1. The Board of Education authorized the Superintendent of Schools to establish and publish an administrative protocol associated with high school student attendance, to be implemented as of July 1, 2008, using the March 14, 2008 suggestions from the High School Principal and the associated faculty committee on high school student attendance.
2. The Superintendent of Schools had meetings with the High School Principal and Faculty Association President. It appeared there is sufficient clarity and commitment among the pertinent parties to move ahead with a summer/fall 2008 transition from the legacy student attendance data reporting process to an updated student attendance data reporting process making use of the new student data management system.
3. This administrative protocol was originally slated to sunset July 1, 2009, without follow-up school board action by spring 2009 to sustain or request an update to that administrative protocol.
4. As of spring 2009, it is recommended this administrative protocol be sustained through June 2010, and it is recommended this protocol sunset at the end of June 2010, unless there is additional Board action to extend this administrative protocol.

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-letters/notes for absences for three or more days must be submitted by doctor or health care provider

-letters/notes from the Admission Office must be submitted for all college visits

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-letters/notes from authorized court officials must be submitted for mandatory court appearances

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- taking attendance is required for each period of the school day for grades 9-12 (8 NYCRR section 104.1(d)(7)(ii)).

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student's excessive attendance effected

student may be continued to same course, but his/her status in the course will be transferred to

an "audit" only – the teacher will not be required to grade any quizzes or exams for this

student-student will receive a grade of 50 to allow for his/her eligibility for summer school

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-If the building principal has determined that the absence was unexcused, the make up work's assessment may not exceed a value of 70. Each teacher may decide whether or not to allow a student who had an unexcused absence to take any quiz or test that was administered on the day of his/her unexcused absence.

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IX Requesting Missed Work and Making Up Missed Work may be denied course credit. The decision to deny course credit shall be the responsibility of the building principal, based on the outcome of an informal conference held to determine course credit eligibility. Students are expected to be in attendance at least 85% of the time any given course meets (with some exceptions, see Section XII).		
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First Reading: February 13, 2001

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