



- When the school contacts the parent of a student with multiple absences, the parent and the student will be reminded of the attendance policy, and intervention procedures will be reviewed with them.
- School newsletters and/or publications will include periodic reminders of the components of this policy.
- The district will provide a copy of the attendance policy and any amendments to faculty and staff at the beginning of every school year.
- All faculty and staff will meet at the beginning of each school year to review the attendance policy and to clarify individual roles in its implementation.

### **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 immediate family, approved family emergency, religious observance, required court appearances, medical appointments, approved college visits (during the second half of the junior year and all of the senior year - not to exceed a total of three days total), and approved school activities approved by the school principal.

All other ATEDs are considered unexcused absences.

All ATEDs must be accounted for and class work made up (when permitted by this policy). It is the parent's responsibility to notify the school office within 24 hours of the reason for the ATED. If the absence extends beyond three (3) days, the parent must provide a written excuse upon the student's return to school. If after three school days the school has not been notified to the contrary, the absence will be considered unexcused.

### **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.
- Attendance data will be analyzed periodically to identify patterns or trends in student absences.
- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early.

### **Attendance Incentives**

The district will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance. For example:

- Students with perfect attendance for a given year will be acknowledged at the end of the year.
- Only those students with excused ATEDs will be given the opportunity to make up a test or other missed work and/or submit a late assignment for inclusion in their marking period grade. Make-up opportunities must be completed by a date specified by the student's teacher. Class participation may be counted as a percentage of the student's overall grade.

### **Disciplinary Consequences**

The Sewanhaka Central High School District continues to have a no-cut policy. Every unexcused absence will be followed by disciplinary actions.

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

### **Grade and Credit Consequences**

The Board of Education recognizes that an important relationship exists between class attendance and student performance. Students are expected to attend all scheduled classes. Upon their return to school, all students with an excused ATED will be counseled by their teachers or appropriate staff regarding

missed work. Consistent with the importance of classroom participation, unexcused and unmade-up ATEDs will affect a student's grade for the marking period.

A student who has more than twelve (12) absences in a semester course, and twenty-four (24) absences in a full year course, may receive no credit for that course. Being late to class three times is the equivalent of 1 absence. Student absences attributable to approved school related functions will not count toward the 12/24 absence total.

To ensure that parents and students are aware of the implications of the minimum attendance requirement the teacher will advise the student and a designated staff member will contact the parent(s) by telephone (when possible) and by mail when the student reaches 9 absences in a semester course and 18 in a full year course. Report card and progress report comments will also be used to communicate to the parent or guardian poor attendance and the possible loss of credit.

#### **Administrative Procedures and Appeals**

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 any time prior to the conclusion of the course. In this case the following procedure will be in effect:

- 1 - The appropriate staff will advise the principal or his/her designee of the student's ATEDs.
- 2 - The Principal or designee will consult with the classroom teacher to review the student's attendance record, verify "cuts", and obtain input and advice. The classroom grade book is considered the official attendance record.

- 3 - The Principal or designee will meet with the student and parent/guardian to determine if extenuating circumstances exist that should be considered. Extenuating circumstances are:
  - Documented serious or chronic illness
  - A familial crisis that prevents a student from attending class
  - A situation in which a student has demonstrated a marked and sustained improvement in attendance and academic performance during the course.
- 4 - The Principal or designee will then make one of the following determinations:
  - No further action is required in that extenuating circumstances will allow credit to be granted if missed class work has been made up and a passing grade is achieved, or
  - The student will be denied credit for the class.
- 5 - Notification of the final determination will be made to the parent and teacher involved.

Note: Students whose ATEDs include 3 or more cuts in a one-semester class and 5 or more cuts in a full year course; or who have more than 1/3 of their absences marked as unexcused will have their appeal reviewed by the superintendent or his/her designee.

The Superintendent and the Board of Education will act in their legal capacities to review any building-level administrative decisions when required.

Following notification to the parent of the school's determination, an appeal may be made to the Building Principal who will confer with appropriate personnel and render a final decision. The Superintendent and the Board of Education will act in their legal capacities to review any building-level administrative decisions.

**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.