

STUDENT ATTENDANCE

The Wyandanch Board of Education recognizes that regular school attendance is a major component of academic success. Through the implementation of this policy, the Board expects to reduce the current level of unexcused absences, tardiness, and the rate of students who drop out before receiving a high school diploma or its equivalent; i.e. GED, etc. Through the implementation of this policy, the Board further expects to encourage full attendance by all students, maintain an adequate attendance record keeping system, identify patterns of unexcused absences, tardiness and rate of dropouts and develop effective intervention strategies to improve school attendance.

In the State of New York school attendance is both a right and a responsibility. Students have the right to attend school between the ages of five and twenty-one. Children are mandated to attend school between the ages of six and sixteen. Parents are ultimately responsible in ensuring that their children attend school on a regular basis.

The Superintendent of Schools is authorized to establish procedures and regulations to maintain and enhance student attendance.

NOTICE

To be successful in the implementation of the above, 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 and understand this policy, the following procedures shall be implemented.

- The attendance policy and specific building attendance procedures will be included in student and staff handbooks and will be reviewed with students and staff at the start of the school year and periodically throughout the school year.
- The attendance policy will be included either in the yearly school calendar or in a mailing to the community.
- Parents shall be provided with a plain language copy of the policy each year in the primary language spoken in their home.
- All teachers shall be provided a copy of the policy as soon as practicable after initial adoption or amendment of the policy.

- All staff members will receive a copy of the attendance policy and specific building procedures at formal orientation activities at the beginning of the school year. All staff will receive periodic staff development with regard to proper implementation of the policy during the school year.
- Parents of Pre-K and newly registered students will receive a plain language summary of this policy at the time that all registration requirements have been met. Parents will be asked to read the policy as a final act of registration and sign, indicating that they have read, had the opportunity to ask questions and do understand the policy.
- When a student is absent, tardy or leaves class or school without excuse, designated staff members will notify the student's parent(s)/guardian(s) by appropriate means of communication established by the district; inclusive of but not exclusive to mail, telephone calls and home visits. Such communication will remind parents/guardians of the attendance policy.
- During the "meet the teachers" or "back to school night" at the beginning of each school year, the building administrator or a designee, and staff, will explain this policy and stress to the parent(s)/guardian(s) their responsibility for ensuring their child/ren's attendance.
- District as well as specific school newsletters and publications will include periodic reminders of the components of this policy.
- Copies of this policy will be sent to community based institutions and agencies and will be made available to community residents upon written request to the Office of the Superintendent.
- The district shall convene a committee to review the policies and procedures, evaluate attendance data and revise policies on an "as needed" basis.

ATTENDANCE/GRADE POLICY

The Board of Education further recognizes the important relationship between class attendance and student performance. Consequently, each marking period a student's final grade is subject to classroom participation as well as student's performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, any missing class work not made up, shall result in the loss of points from the student's class participation grade for the marking period.

APPROVED BY WYANDANCH BOARD OF EDUCATION JUNE 22, 2005

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Any student absent in excess of 18 unexcused school days in a year (9 unexcused school days for a half year course)or 27 total days will not receive credit for that course.

To ensure that parents and students are aware of the implications of this minimum attendance requirement, appropriate school personnel will inform the student, and contact the parent upon each absence and remind the parent(s) that a written excuse has to be provided upon the student's return to school. School personnel will maintain appropriate documentation of attempts to contact parents (i.e. phone logs, copies of mailings). If no written excuse is provided before the student's third day of returning from an absence, the absence will be deemed an unexcused absence.

Any student who misses a class is expected upon his or her return to consult with his or her teacher regarding missed work. If the absence is excused, the student may earn his or her classroom participation grade by arranging an assignment with the teacher to cover the work missed and completing the assignment within the time frame designated by the teacher.

Only those students with excused absences will be given the opportunity to make up a test and/or turn in a late assignment for inclusion in the calculation of the performance portion of their final grade. Make up opportunities must be completed by a date specified by the student's teacher for the class in question.

In implementing this policy, students who are unable to attend a class on a given day/period due to their participation in a school sponsored activity (i.e. music lessons, field trips, etc.), must arrange with their teachers to make up any work missed. This also applies to any student who is absent from school due to illness who either receives home instruction from the district or makes arrangements with the teacher to make up the missed work.

Any student exceeding the threshold of unexcused absences or total absences (18 full year, 9 half year) will not receive credit for the course. The student is, however, expected to maintain an acceptable attendance the remaining days of the year that the course is in session. The student will be required to be in attendance 95% of the remaining days the course is to be in session. Failure to maintain an acceptable attendance pattern for the duration of the course will make the student ineligible to attend a summer school program at district expense.

A student who loses credit as a result of exceeding the district's threshold of absences will be denied the following privileges for the remaining of the academic year.

- 1. Participation in any school event inclusive of dances, proms, and class social trips.**
- 2. Participation in school clubs, interscholastic sports teams, or extra curricular activities**

3. Eligibility to enroll in a BOCES vocational program in the ensuing semester or school year

Credit for these academic courses may be earned by repeating the course the following year (semester) or by attendance at a Summer school program, if the course or it's equivalent is available.

DISCIPLINARY CONSEQUENCES

Numerous absences from class can dramatically impact a student's ability to achieve. Unexcused absence or lateness can be interpreted as a form of insubordination that may endanger a student's health safety and welfare. Unexcused absences/lateness will result in disciplinary action consistent with the district's code of conduct. Those penalties may include the following:

- Parental contact
- Parent Conferences
- In School Suspension
- Out of School suspension
- Suspension from sports and or extra curricular activities

Building/District Administration retain the right to refer cases of non-compliance to Child's Protective Services, Family Court, or to the Superintendent for a #3214 Hearing.

RIGHT OF APPEAL

Appeals concerning this policy may be made to the Building Level Attendance Committee. The committee will be comprised of a building administrator, a classroom teacher, a Guidance Counselor, and the child's parent/guardian.

Requests for an appeal must be made in writing and within five (5) school days of the date of the notice advising the student and person in parental authority of the loss of class credit. If a hearing is not requested, the student will loss credit and will be subject to any/all other consequences.

Building administration will schedule a hearing within five (5) school days of the request. The parent(s) or guardian will be required to accompany the student to the hearing. After hearing the appeal, the committee will recommend an action to the Building Administrator. Building Administration will render a final decision to the parents within forty eight (48) hours of the hearing.