

AFTON CENTRAL SCHOOL

COMPREHENSIVE ATTENDANCE POLICY Elementary, Middle & High School

Middle / High School

A. Objectives: The objectives of the Comprehensive Attendance Policy are:

1. to ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
2. to accurately track the attendance, absence, tardiness and early departure of students to and from the school;
3. to track student location for safety reasons and to account to parents regarding the location of children during school hours.

B. Definitions: When used within the Comprehensive Attendance Policy, the following terms mean:

1. Scheduled instruction: Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.
2. Absent: The pupil is not present for the entire period of the pupil's scheduled instruction.
3. Tardy: The pupil arrives later than the starting time of the pupil's scheduled instruction.
4. Early departure: The pupil leaves prior to the end of the pupil's scheduled instruction.
5. Excused: Any absence, tardiness or early departure for which the pupil has a valid school approved excuse. Such excused non - appearance shall include: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, military obligations, counseling, disciplinary interventions, field trips, absences approved in advance by the Principal, and other reason as may be approved by the Commissioner of Education.
6. Unexcused: Any absence, tardiness or early departure for which the pupil has no valid school approved excuse. Such unexcused non- appearance shall include: shopping trips to the local mall, family vacation, oversleeping, skipping class, and any other absence that is not excused.

C. Coding System: The following coding system shall be used to indicate the nature and reason for the pupil's missing all or part of scheduled instruction:

P- Present	A- Absent	E- Absent Excused	U- Absent unexcused
T- Tardy	TI- Tardy unexcused	TL- Tardy Excused	DE- Dismissed Excused
DU- Dismissed Unexcused	O- OSS no instruction	OI- OSS with instruction	R- Truant
H- Tutor	I- ISS	FT- Field Trip	EN- Excused w/ note
ST- Student Testing	EC- Excused from class		

The time that the pupil arrived or departed will be recorded next to the entry codes.

D. Strategies/Incentives to encourage student attendance:

1. Minimum Attendance for Course Credit

- a. A student must be noted as present at 85% of a course's scheduled classes in order to earn credit for the course. Any excused absence, for which the student has completed assigned make-up work, will not be counted as an absence for the purposes of determining whether the student has attended sufficient classes to receive course credit under this provision.
 - i. For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than 40 minutes of class, whether through tardiness or early departure.
 - ii. Students *of* compulsory attendance age suspended from school instruction may not be marked as absent unless they fail to attend scheduled alternative education on that day.
 - iii. Students *over* the compulsory attendance age suspended from school instruction will be marked absent unless they have been assigned alternative education. If alternative education has been assigned, only failure to attend scheduled alternative education shall count as an absence
- b. In order to prevent loss of credit for failure to attend, the district will take the following steps:
 - i. when a student is approaching the limit of absences for losing course credit for failure to attend class, the district shall notify the student and his/her parent(s) or persons in parental relation, according to the chart below. The notice will include the current date, the school's attendance for credit policy, the maximum absences allowed, and the actual number of classes the student has missed;

<i>Course Length</i>	<i>Maximum Absences</i>	<i>Parent Phoned by Teacher</i>	<i>Warning Letter Sent</i>	<i>Letter Rescinding Credit Sent</i>
40 weeks	28	10	20	29
20 weeks	14	5	10	15
10 weeks	7	3	5	8

- ii. teachers will provide make-up work upon request so that students who are in jeopardy of forfeiting class credits due to excused absences have the opportunity to earn credit for the course;
 - iii. where a student is in jeopardy for losing credit for excessive absences the Building Principal shall be responsible for reviewing attendance records, determining eligibility for make-up work for excused absences, and arranging student make-up opportunities with teachers, including deadlines for submission of work.
- 2. Notice of Absences:** The pupil's parent(s) or person in parental relation shall be notified of a pupil's unexcused absence, tardiness or early departure according to the following:
- a. where a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of the absence, the district shall attempt to contact the pupil's parent(s) or person in parental relation to learn the nature of the pupil's absence and notify the parent that the pupil has not arrived at school;
 - b. for every 5 unexcused absences, tardies, early departures, or any combination thereof, the pupil's parent(s) or persons in parental relation shall receive a notice containing the dates, times, and the nature of the pupil's unexcused non - presence.
- 3. Disciplinary Procedures:** The student may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detentions, in-school suspensions, and loss of extra-curricular privileges, as described in the Code of Conduct.
- 4. Incentives:** District teachers with the support of Building Principals and other administrators shall develop and implement classroom based incentive programs for excellent attendance.

5. **Intervention Strategy Development:** The Building Principal will meet each marking period with the school counselors, school administrators, Home-School Liaison, teachers, and support staff as the Principal determines necessary to review student attendance records, and progress in addressing identified attendance patterns that have the potential to interfere with student learning. Where the Principal determines that existing intervention policies or practices are insufficient, the Principal shall notify the Board of Education prior to its annual review of the building's attendance records, of both insufficient practices and any proposed changes needing Board approval to implement.
6. **Counseling:** The District shall provide consistent counseling to students with chronic attendance problems.

E. Attendance Supervision Officer:

The Building Principal shall serve as the Attendance Supervision Officers for the each building. The Attendance Officer is responsible for reviewing pupil attendance records and initiating appropriate action to address excessive non-attendance, unexcused pupil absence, tardiness and early departure consistent with the Comprehensive Attendance Policy. The Building Principal shall then initiate the process in the Code of Conduct Policy.

Elementary School

Student attendance, punctuality in arriving to school, and participation in school is an integral part of their educational program. To get the full benefits of school, a student needs to have regular, full day attendance. This daily attendance assures that the student will have the adequate time needed to reach and achieve state mandated goals and curriculum. Students who maintain 100% attendance rate will increase their success. Failure to maintain at least 75% attendance rate has often resulted in student needing intervention services in one or more subject areas to achieve success. In addition, regular attendance encourages a healthy work ethic which will help lead to life-long success in the workplace or in college.

The Afton Elementary School's attendance policy objectives are:

1. To accurately track the attendance, absence, tardiness and early departure of students to and from school.
2. To ensure sufficient pupil attendance so pupils can demonstrate growth toward achievement of state mandated expectations.
3. To track student location for safety reasons and to account to parents regarding the location of their children during school hours.

In this policy, the following definitions apply:

1. **Scheduled Instruction:** Instructional or supervised learning experiences that make up a student school day.
2. **Absent:** The pupil is not present for the entire period of scheduled instruction.
3. **Tardy:** Pupil arrives after 9:00 a.m., when scheduled instruction begins. (Three tardies and/or early departures will equal one absence).
4. **Early Departure:** Student leaves prior to the end of scheduled instruction at 3:20 p.m. (Three tardies and/or early departures will equal one absence).

5. **Excused:** Any absence, tardiness, or early departure for which a student has a valid, approved excuse. Excuses shall include: personal illness, illness or death in family, religious observance, quarantine, required court appearance, visit to health clinics or other medical visits, absences approved in advance by the building principal (such as school sponsored field trips or learning experiences that occur outside of the school) and other reasons approved by the Commissioner of Education. Parents are encouraged to call the school to have work sent home on the days the student is absent. For extended illness or accident related absences of more than two weeks, parents should contact the CSE chair or building principal to make arrangements for possible tutoring.

6. **Unexcused Absences:** Any absence, tardiness or early departure for which the pupil does not have a valid school approved excuse. Unexcused shall include: shopping trips, vacations, oversleeping, skipping class, and any other absence that is not excused.

Attendance will be listed on the student report card which is sent home at the end of each of the three marking periods. In addition, a permanent record of your child's attendance will also be maintained during the entire time he/she is enrolled with the district.

Adoption date: October 3, 2013

Revised: August 6, 2015