

Green Island Union Free School District

Comprehensive Attendance Policy

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Objectives to be accomplished:

- To know the whereabouts of every student for safety and other reasons.
- To determine the district's average daily attendance for state aid reimbursement
- To verify that individual students are complying with Education Law in relation to compulsory attendance to determine eligibility for course credit
- To identify individual and group attendance patterns in order to provide attendance improvement programs and services, to improve student academic performance and increase school completion.

Incentives:

Incentives employed to encourage pupil attendance will be determined by the school district. Incentives may include, but are not limited to, perfect or outstanding attendance letters, student recognition receptions/assemblies or special privileges as determined by each teacher.

Beliefs:

Consistent school attendance is a contributing factor in a student's academic success. The educational process requires a continuum of instruction and active classroom participation. The interaction between teachers and students in the classroom is a key element of learning. School attendance is both a right and responsibility in New York State. Children have the right to attend school between the ages of 5 and 21. It is the responsibility of the school to provide full-time academic instruction to all eligible students, and the responsibility of parents/guardians to ensure that their children attend school on a regular basis. Those parents who are actively involved in their children's learning are important contributors to their success. In addition, the Green Island School District believes it is important for the district to be in compliance with New York State Education Department attendance procedures and those of the County of Albany where the district is located.

Excessive Unexcused Absences

A note must state legal reason for absence and be submitted to the school office within 3 school days of said absence, for an absence to be considered excused.

Excused Absences and Tardies:

- Sickness
- Quarantine
- Death in the Family and or a Funeral
- Military Obligation
- Religious Observance
- Requirement to be in Court
- Attendance at a health clinic/doctor/dentist appointment
- Critical Family Illness
- Suspension Field Trips
- College Visit

In the event a student has an unexcused absence for 10 consecutive days, or 20 days total of school, the school district is mandated to contact local authorities.

General Attendance Rules	Action to be Taken by the School District if the Rule is Violated
To be present and prepared for school and class	May contact parent/guardian
To Arrive On Time Every day (grades K-12)	May involve school social worker, psychologist etc. in developing a corrective action plan

Important Attendance Benchmarks: Absences

Benchmark	Action To Be Taken by the School District if the Rule is Violated
Multiple Unexcused Absences (grade K-12)	Chronic unexcused absences will result in parent conference, in-school suspension, PINS and/or contact of other local authorities.
3 Total Absences (grade 7-12) Unexcused in a Full or Half Year Course	The attendance examiner will be informed and a letter sent home to parents.
10 Total Absences (grade 7-12) Unexcused in a Full or Half Year Course	The attendance examiner will be informed and a letter sent home to parents. A parental meeting will be requested.
15 Total Absences (grade 7-12) Unexcused in a Full Year Course	The attendance examiner will be informed and a letter sent home to parents.
15 Total Absences (grade 7-12) Unexcused in a Half Year Course	The attendance examiner will be informed and a letter sent home to parents. A parental meeting will be requested.
20 Total Absences (grade 7-12) with Unexcused in a Full Course Year	The attendance examiner will be informed and a letter sent home to parents. A parental meeting will be requested.
25 Total Absences (grade 7-12) Unexcused in a Full Course Year	The attendance examiner will be informed and a letter sent home to parents. A parental meeting will be requested.

30 Total Absences (grade 7-12) with Unexcused in a Full Course Year	The attendance examiner will be informed and a letter sent home to parents.
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Important Attendance Benchmarks: Tardies

Benchmark	Action To Be Taken by the School District if the Rule is Violated
Multiple Unexcused Tardiness (grade K-12)	Chronic lateness will result in parent conference, and/or in-school suspension.
3 Total Unexcused Tardies per quarter (grades 7-12)	After school detention assigned
4 or more Unexcused Tardies per quarter (grades 7-12)	After school detention assigned for each tardy

Appeals Process and Attendance Review Board

For catastrophic or extenuating circumstances only, a parent has the right to file a written appeal for review by the Attendance Review Board. This Board will consist of the building principal and assistant principal, the school social worker, the school nurse, the attendance examiner, one elementary teacher, and one 7-12 teacher. The written appeal, including all supporting documentation, must be received by the building principal within one week of the date of the loss of credit letter. The committee will then meet and rule on whether the student will continue as a regular student in the class or be placed on audit. Any further absence during the appeals process may result in the dismissal of the appeal and loss of credit. The Attendance Review Board will meet to review the denial of credit to students. In addition, actions that may be taken by the Board include, but are not limited to, the following: referral for psychological and/or social work services, referral to Family Court via a PINS, referral for possible alternative education. If the parent is not satisfied with the Board's ruling, the parent

may also appeal to the Green Island Board of Education and then to the Commissioner of Education.

Absences and Tardiness

1. It is strongly **discouraged** for students to be absent during any New York State testing period.
2. Students in grades 7-12 who are absent from class for more than 20 minutes shall be considered absent from that class.
3. Students who are receiving school sanctioned homebound instruction shall not be considered absent.
4. In an instance where a student arrives at school more than 2.5 hours after his/her regularly scheduled reporting time, the student will be marked absent for half of that day.
5. In an instance where a student leaves school more than 2.5 hours before his/her regularly scheduled dismissal time, the student will be marked absent for half of that day.
6. Students with 20 consecutive unexcused absences may be dropped from enrollment after compliance with the procedures set forth in section 3202 (1-a) of the Education Law which states:

No pupil over the compulsory attendance age in his or her school district shall be dropped from enrollment unless he or she has been absent twenty consecutive school days and the following procedure is complied with: The principal or superintendent shall schedule and notify, in writing and at the last known address, both the student and the person in parental relation to the student of an informal conference. At the conference the principal or superintendent shall determine both the reasons for the pupil's absence and whether reasonable changes in the pupil's educational program would encourage and facilitate his or her re-entry or continuance of study. The pupil and the person in parental relation shall be informed orally and in writing of the pupil's right to re-enroll at any time in the public school maintained in the district where he or she resides, if otherwise qualified under this section. If the pupil and the person in parental relationship fail, after reasonable notice, to attend the informal conference, the pupil may be dropped from enrollment provided that he or she and the person in parental relation are notified in writing of the right to re-enter at any time, if otherwise qualified under this section.
7. Students who are tardy to school must sign in at the Main Office and receive a Tardy Slip. After the third late in a quarter, students in grades 7-12 will receive a detention notice and will continue receiving detentions for every late during the quarter. Failure to attend detention will result in further disciplinary action (up to and including out of school suspension).

8. Students who are tardy to school due to a doctor or dentist appointment are required to provide a note from the doctor or dentist's office. The student will be recognized with an excused late and will be able to participate in after- school activities that day.
9. Students with an excused absence from a class shall be permitted to make up assignments, quizzes, examinations and other course work missed due to the absence. Opportunities to make up the work, however, do not alter the attendance record. A written note must be provided by a parent/guardian within three days of the absence and work must be made up in a timely manner. Furthermore, if a student is absent for three (3) or more consecutive days, a note from a physician, stating that the student was unable to attend school for that period of time, is required for the absence to be considered excused. If the work is not made up within a reasonable amount of time as determined by the classroom teacher, zeroes may be assigned for the missed work.
10. Students shall be permitted to make-up, for full credit, any exams (except for State Exams), tests, quizzes, class work, or labs missed during an unexcused absence, given the following provisions:
 - a. Ten days prior to the unexcused absence, a signed letter is provided to the school principal, from the student's parent or legal guardian, clearly stating the reason for the absence, and that the student intends to make up the missed exams, tests, quizzes, class work and/or labs. Furthermore, the letter must clearly state that the parent or guardian acknowledges and accepts responsibility for removing his/her child from school, and that the parent or guardian recognizes that it is the responsibility of the student to seek out the work he/she is anticipated to miss, prior to the unexcused absence.
 - b. All exams, tests and quizzes are taken within five (5) school days of the student's return to school from an unexcused absence. Any exams, tests and quizzes that are not completed within (5) school days of the student's return to school from the unexcused absence will result in a grade of zero (0).
 - c. All class work is handed in to the respective teachers on the day that the student returns from the unexcused absence. In the event that there is unanticipated class work in addition to the class work received by the student prior to the unexcused absence, the student will be granted the opportunity to complete the work for full credit. The student must hand in such work to his/her respective teachers within three (3) days of return from the unexcused absence. Failure to do so will result in a grade of zero (0) for each such assignment.
 - d. All make-up exams, tests, and quizzes are scheduled with respective teachers prior to the student's unexcused absence.

Procedure for Reporting an Absence

When a student has been absent, the parent/guardian must provide a written note explaining the reason within three days of the absence. If a note is not provided within three (3) days, the absence will be considered unexcused.

When a parent/guardian has knowledge that a student will be out of school for three or more consecutive days, it is the responsibility of the parent/guardian to notify the school and arrange for work to be sent home or homebound school instruction to be arranged. In addition, the parent/guardian must provide a note from a doctor or medical clinic in order for the absence to be considered excused. Parents/guardians are strongly encouraged to contact the school as soon as they are aware that their child will be absent.

District Responsibilities and Notification Process

Teachers in grades 7 - 12 will take attendance period by period via the computer (or by written slip when the computer system is not available). Teachers in grades K - 6 will take attendance at the start of the school day. The attendance examiner will generate a list of those students who have unexcused absences every 5 weeks at the K - 12 level. The attendance officer will mail these letters home to parents. The teacher can monitor when each letter is sent home on school tools. Each absence will be coded as to the reason and whether it is excused or unexcused.

To encourage good attendance it is recommended that teachers make class participation part of a student's overall grade. When a student's tardiness or poor attendance becomes a problem, teachers will notify the attendance examiner and the notification process will be used.

