

STUDENT POLICIES

STUDENT ATTENDANCE

STUDENT ABSENCES AND EXCUSES

Class Attendance - Grades Nine through Twelve

A. Rationale:

We believe that regular class attendance is an important component of a student's educational program because it fosters continuity of instruction, active classroom participation, and interaction between students and teachers.

B. Purpose:

According to the Commissioner's Regulation 104.1, schools must maintain records of student attendance to ensure maintenance of and adequate records verifying the attendance of all children at instruction in accordance with Education Law, Section 3205; to account for the whereabouts of children throughout each school day; and to ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised study activities to permit pupils to succeed at meeting the State Learning Standards.

C. Objectives:

- I. Required class attendance will assist students in:
 - Raising academic standards as well as improving standardized test scores.
 - Improving communication and study skills.
 - Developing responsibility and self discipline for personal and academic growth.
- II. Required class attendance will assist the teachers and administrators in:
 - Developing a constructive and meaningful rapport with students for a more personalized learning experience.
 - Promoting continuity of learning in the classroom.
- III. Required class attendance will assist the community in:
 - Establishing a greater communication link between home and school.
 - Setting high standards in order to promote an academic atmosphere and to emphasize the seriousness of education.

D. Attendance

- I. There is no differentiation of absences for attendance policy purposes.
- II. An absence from class shall be defined as entering a class late by twenty (20) minutes or more or missing the entire class.

D. Attendance

III. A student shall be considered in attendance if that student is:

- Physically present in the classroom.
- Working under the direction of the classroom teacher and outside of the classroom.
- Receiving homebound instruction.
- Attending a required curricular activity (such as music lessons or field trip) during scheduled class period.

E. Communication – The following practices are in place for communicating expectations and absences:

- I. The teacher includes expectations for student attendance and makeup work guidelines in opening day handouts and on Open House materials.
- II. Daily, period by period electronic attendance must be recorded on SISWEB for inclusion on the 5 and 10 week reports.
- III. The teacher records attendance specific comment(s) on 5 and 10 week reports as needed.
- IV. The teacher contacts the parent when a student's absences are excessive (7 absences in a marking period or a significant increase in absences).
- V. A letter of warning sent to parent from Assistant Principal's office at the request of the teacher.
- VI. The Assistant Principal holds a parent conference upon request (teacher, administrator, counselor).

F. Makeup work – the following practices are in place regarding makeup work for students who are legally excused:

- I. The student meets with the teacher for assigned work upon return to school after an absence and the teacher assigns due date(s). The work is due on the date specified. If the student is absent on the due date, the work is to be submitted on the day that the student returns to school.

OR

The teacher completes Homework Request form and includes due dates for work assigned; work is due on the date(s) specified or, if the student is still absent, the work is to be submitted on the day that the student returns to school.

- II. ALL make up work must be submitted by one week prior to the 5 week and 10 week reporting periods. Work received during the last week of a respective marking period can be included in the report card grade at the teacher's discretion or a grade change can be made after the report card has been processed.
- III. NO INCOMPLETE grades will be given. Students will receive grades based on the work that has been assigned for the marking period. A grade of zero may be issued for any assignment that has not been submitted within the grading period.

Update
Presentation: 11/3/10

First
Vote: 11/17/10

Second
Vote: 12/1/10