

**TOWN OF WEBB UFSD
COMPREHENSIVE STUDENT ATTENDANCE POLICY**

Mission Statement: *It is the belief of the Town of Webb UFSD that opportunities for students to achieve their fullest potential are maximized by regular school attendance that allows a student to take advantage of full interaction with his or her teachers and peers. The Town of Webb UFSD also believes that class attendance is a major component of academic success, and that improved student achievement will reduce the dropout rate. Therefore, it is the goal of Town of Webb UFSD to provide for the early identification of attendance problems and to establish effective methods to address such problems. Successful implementation of this policy will require cooperation among all members of the school community, including parents, students, teachers, administrators and support staff.*

Purpose: All children in New York State between the ages of six (6) and sixteen (16) years of age in proper physical and mental condition shall receive full-time instruction in a school. Anyone over five (5) and under twenty-one (21), who has not graduated from high school, may attend school without payment of tuition in the district where he/she resides.

Children who turn six (6) during the school year are required to attend school at the start of classes in September. Since the school year extends from July 1 to June 30 (Education Law Section 2(15)), children who turn six (6) between July 1 and June 30 are required to attend school beginning that September. Students who turn sixteen (16) between July 1 and June 30 are required to attend instruction until the end of that school year.

Excused Absences, Tardiness, Early Departures: The following is a list of reasons which are considered excused absences:

1. illness,
2. illness in the family,
3. death in the family,
4. unsafe travel conditions,
5. doctor appointments,
6. quarantine,
7. required court appearances,
8. approved college visits,
9. approved cooperative work programs,
10. religious observance,
11. attendance at health clinic,
12. military obligation,
13. disciplinary detention of an incarcerated youth,
14. religious education/instruction,
15. school suspension (with alternative instruction requirements met),
16. driver's test, and
17. school approved events.

Unexcused Absences, Tardiness, Early Departures: Any other reason shall be considered unexcused absences. The following nonexclusive list includes possible examples of unexcused absences:

1. senior skip day,
2. family vacations,
3. traveling,
4. shopping/personal appointments other than those excused above,
5. baby sitting,
6. missing the bus,
7. working,
8. recreational activities,
9. private lessons/activities,
10. cold weather,
11. needed at home,
12. inability to get the student to school/attend.

Record Keeping:

- In non-departmentalized K-5 grades: Teachers will record each pupil's presence, absence, tardiness and early departure once per school day.
- Grades 6-12: Teachers will record each student's presence or absence, tardiness, and early departure in each period of scheduled instruction.
- An absence/tardy will be marked illegal until a legal excuse is given. An excuse/note will be accepted only until seven (7) school days after the absence/tardy. Then it will be kept as an illegal absence. These updates will be done by the nurse.

The attendance record should include the following for each student:

1. Name,
2. Date of birth,
3. Full names of parent(s) or person(s) in parental relations (guardian),
4. Address of student's residence,
5. Phone number(s) where parent(s) or guardian(s) may be contacted,
6. Date of student's enrollment,
7. Record of the student's attendance on each day of scheduled instruction,
8. Record each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances (weather, facilities problem, etc.), and
9. Record the date when a pupil withdraws from enrollment or is dropped from enrollment.

A teacher or any other Town of Webb UFSD designated employee shall be responsible for all entries in the attendance record. If a Town of Webb UFSD designated employee makes the entries in a registry, a teacher or other district employee shall supervise maintenance of the attendance record.

Procedures:

The attendance record shall be reviewed by the Building Principal and by a Town of Webb UFSD designated employee. The designated employee shall be responsible for addressing students' unexcused absences, tardiness and early departures from scheduled instruction. The designated employee will notify parents or guardians of any unexcused absences, tardiness or unexcused early departure and remind them of the attendance policy.

If attendance records show a decline in pupil attendance the attendance policy shall be reviewed to improve pupil attendance. Teachers should notify designated attendance officer (Building Principal) when a student has been absent five (5) times during a half year course and eight (8) times during a full year course.

Interventions

Penalties will be incurred due to poor attendance and chronic absenteeism or tardiness as both are disruptive to the educational process and will not be tolerated. The following procedures will be used to deal with excessive absences.

1. For full year courses:
 - a. 8 days absent – letter to parent, possible athletic probation, referral to Child Study Team (CST), counseling.
 - b. 16 days absent – letter to parent advising of a possible loss of credit with continued absences, three days of the After School Program from 3pm – 5pm to study and work on missed school work assigned, possible meeting with Building Principal and teachers, PINS Diversion, (referral for services), PINS Petition.
 - c. 25 days absent – Course credit is denied, student must take the course again, parent/guardian will be notified by mailing through attendance officer (Building Principal), ten days of after school detention from 3pm-5pm to study and make up work missed, social services notified of possible educational neglect.
2. For half year courses:
 - a. 5 days absent – letter to parent, possible athletic probation, referral to Child Study Team (CST), counseling.
 - b. 10 days absent –letter to parent advising a possible loss of credit, three days of the After School Program from 3pm – 5pm to study and work on missed school work assigned, possible meeting with Building Principal and teachers, PINS Diversion, (referral for services), PINS Petition.
 - c. 15 days absent – Course credit is denied, student must take the course again, parent/guardian will be notified by mailing through attendance officer (Building Principal), ten days of after school detention from 3pm-5pm to study and make up work missed, social services notified of possible educational neglect.
 - There is no difference between “excused” and “unexcused” absences for the purpose of these consequences.
 - Students will not be penalized for absences due to school related activities/athletics but remain responsible to make up all missed work.
 - Athletic Probation – See Athletic Code.
 - Tardiness – See Code of Conduct.
 - A student has ten (10) school days to make up missed class work/time with his/her teacher in another class, teacher designated study hall or at the teacher's discretion for an alternate time.
 - For additional absences beyond the twenty five (25), students will be required to stay for the After School Program for one session for every two absences that they acquire.
 - Intervention strategies must be attempted prior to course credit denial.
 - Written parental notification by certified mail if course credit will be denied.
 - Students will be required to remain in class but not receive credit and will not be allowed to take the Regents exam.

Appeal Procedure:

Request for an appeal must be in writing and include the following:

- Specific reason for appeal.
- Date(s) involved.
- School related absences (ie: band lessons, field trips, and sports trips) can be made up to the satisfaction of the teacher.

- Appeal request must be made within five (5) school days after notification of violation of attendance policy.
- Appeal Committee is composed of the Building Principal, the nurse, the student's teacher and the school counselor.
- The Building Principal will formulate the committee, notify members in writing of the date, time and location of the appeal hearing, and facilitate the meeting.
- Appeal committee must convene within five (5) school days of receiving the request.
- The Building Principal will notify parties of the appeal decision within 24 hours and follow with a certified letter.
- Further appeals may be taken to the Superintendent, Board of Education or Commissioner of Education. If an appeal is made to the Superintendent, it should be made within three (3) days from receiving the decision from the appeal committee.

Incentives:

An incentive program may include, but not be limited to, awards or privileges for perfect attendance.

Definitions:

Absence – an absence from a class in grades 6-12 is defined as missing more than ten (10) minutes of a given class.

Tardy – A tardy is defined as the student not being inside the room when the bell rings.

APPROVED: BOARD OF EDUCATION March 17, 1992

REVISED: June 29, 1993
September 21, 2010
August 16, 2011
August 14, 2012
May 2, 2017