

COMPREHENSIVE STUDENT ATTENDANCE POLICY

In accordance with state law and regulations it is the policy of the Tuxedo Union Free School District to ensure the maintenance of adequate attendance records verifying the attendance of all children at instruction and the creation of the means to examine attendance patterns so as to develop effective intervention strategies to improve student attendance.

It is the objective of this policy to encourage that each student attend school on time, for the maximum number of days and instructional periods possible. In furtherance of this objective, the District shall utilize strategies such as positive attendance incentives and appropriate disciplinary and other consequences, as well as the integration of attendance standards for the purposes of conferral of course credit.

Record Keeping

A. Attendance record keeping shall conform to the following:

1. Non-departmentalized K-6 grades shall ensure that attendance is taken once each day, except that where students are dismissed from campus, a second attendance shall be taken upon the return.
2. In departmentalized grades including grades 7-12, attendance shall be taken in each period of scheduled instruction, and recorded in the teacher's grade book, with an exception for consecutive subject periods where classes are in the same room.
3. In Grades K-12, any absence for a school day or part of a school day shall be recorded as excused or unexcused as provided for in this policy.
4. Effective 2003-2004 school year, in Grades 7-12, events of tardiness shall be recorded as excused or unexcused as provided for in this policy.
5. In Grades K-12, events of late arrival or early departure shall be recorded as excused or unexcused as provided for in this policy.
6. A record shall be maintained of each scheduled day of instruction during which school is closed for all or part of the day because of extraordinary circumstances including adverse weather, failure of the heating system or water supply, fuel supply shortage or structural damage to the building, etc. as the Commissioner finds satisfactory.
7. A records shall be made of the date when a student withdraws from enrollment or is dropped from enrollment in accordance with §3202(3-a) of the Education Law.

- B. All entries in the register of attendance shall be made by a teacher or another employee designated by the Board of Education. Any individual authorized to make entries in the register of attendance shall, by oath or affirmation, verify the contents of the entries.
- C. Effective 2003-2004 school year, student attendance records shall be reviewed by the principal or designee of each school building in the District for the purpose of initiating appropriate actions to address unexcused student absences, tardiness and early departures.
- D. Effective 2003-2004 school year, the register of attendance shall consist of any written or electronic record to record attendance, absence, tardiness or early departure of a student. The register shall be maintained for every period that a student is scheduled to attend actual instruction or supervised study during the course of the school day during the school year, from July 1st through June 30th. The register at every school building shall include separate notations regarding student presence, absence, tardiness and early departure. The contents of the register for each student shall contain the information prescribed in regulations of the Commissioner of Education (Part 104).

E. The coding system shall incorporate:

A	Absent	E	Excused	I	In-School Suspension
T	Tardy	U	Unexcused	O	Out of School Suspension

Reason Codes shall incorporate:

A	Accident	O	Medical/Dental/Legal Appt.
B	Bus Late	P	Military Obligation
C	Cut Class	Q	Out of District Placement
D	Community Emergency	R	Overslept
E	With Counselor/Administrator	S	Personal Business
F	Car Trouble	T	Religious Observation
G	College Visit	U	Religious Instruction
H	Death in Family	V	Road Test
I	Doctor Appointment	W	School-sponsored Event
J	Family Medical Emergency	X	Suspension
K	Funeral	Y	Transitional Placement
L	Homebound Instruction	Z	Vacation
M	Illness	*	Weather Condition
N	Missed Bus		

Excused and Unexcused Absences

The Board recognizes the following as excused student absences, each of which must be verified by the student's parent/guardian or school personnel, where applicable:

1. Accident
2. Bus was Late
3. With Counselor/Administrator or other school personnel

4. Approved College Visit
5. Death in Family
6. Medical/Dental/Legal Appointment that cannot be scheduled after school hours
7. Family Medical Emergency
8. Approved Field Trip
9. Homebound Instruction
10. Personal Illness
11. Military Obligation
12. Out of District Placement
13. Observance of Religious Holiday
14. Religious Instruction
15. Road Test
16. School-Sponsored Event
17. Suspension
18. Transitional Placement
19. Community Emergency
20. Funeral
21. Approved Community Service

The written excuse must be presented by the student on the day when returning to school following such absence. In the event that an absence note is not submitted within three school days after the child has returned to school, the absence will be deemed “unexcused.”

B. Any absence not provided for on the excused list shall be deemed an unexcused absence. The Board recognizes the following absences which are considered unexcused (this list is not all-inclusive):

1. Cut Class
2. Car Trouble
3. Missed Bus
4. Overslept
5. Personal Business
6. Vacation
7. Child/Elder Care
8. Any absence not excused with appropriate documentation within three school days.

Parents/Guardians shall be notified, by telephone and/or in writing, whenever a student has accumulated six or more unexcused absences per semester.

Course Credit Standard

Student absences are disruptive to the educational process. It is the student’s responsibility to attend classes on a regular basis and to minimize class absences. Students should make-up missed assignments whenever they are absent and should monitor their absences to avoid loss of credit due to absence.

For the purposes of this policy's Course Credit Standard, a class absence is defined as non attendance in class for twenty (20) or more minutes from any individual class period. In order to encourage regular class attendance students in grades 7 - 12 will be permitted only 9 absences per quarter without academic penalty. Students who have 10 or more absences in any quarter will receive an "F" for the quarter. Absences due to suspensions, school administration intervention, or school approved religious observance or instruction are not counted in the student's absences. Students who are on home instruction are exempt from this requirement.

For the purposes of calculating the final course average students with 10 or more absences in a quarter will receive a numerical grade of no higher than 60 for the quarter, however if the student's average for the quarter is lower than a 60, the lower average will be entered as the quarter average.

Students with 10 or more absences due to unusual circumstances may request permission from their teacher(s) to make-up class work missed due to excused absences. Any make-up work for credit must be completed before the end of the following marking period. Make-up work for the fourth quarter must be made up by the end of the school year (June 30).

Encouraging Student Attendance

- A. Reasonable efforts shall be made by Student Support Staff to assist the student in addressing the causes of the attendance problem. Such efforts may include:
 - 1. Discussions with the student's teacher or teachers.
 - 2. Discussions and/or meetings with the student and his/her parents/guardians.
- B. Effective 2003-2004 school year, with the approval of the Building Administration, in consultation with pupil personnel services, school staff at each school shall utilize attendance incentives for recognition of students with good and prompt (on time) attendance, and commendation certificates shall be issued to the student.
- C. Eligibility for extra- and co-curricular activities, interscholastic sports and attendance at school-sponsored activities shall be restricted to those students who are in attendance on the day of the event for a minimum of three hours.
- D. At the secondary level, class cutting shall be deemed an infraction of the Code of Conduct in the nature of insubordination to the teacher and school administration. The Code shall prescribe a range of disciplinary interventions to address class cutting.
- E. Whenever a student exhibits a pattern of unexcused absence, tardiness or early departure, the parent/guardian will be notified in writing or by telephone. Every effort will be made by Student Support Staff to remediate the underlying problem. Notice shall also be given to the Building Principal who may also address the matter with the student and/or parents/guardians.
- F. In the event that the school-level interventions have not improved the student's

attendance, the Principal may recommend interventions such as a referral to Child Protective Services, family court or other appropriate social service agencies to initiate a neglect petition.

Oversight Responsibilities

- A. The Building Principal and/or his/her administrative designee shall be responsible for reviewing student attendance records and initiating appropriate action consistent with this policy.
- B. The Board of Education shall annually review building level student attendance records to determine if the comprehensive student attendance policy is effective. If a decline in attendance is evident, the Board shall revise the policy as deemed necessary to improve student attendance.

Distribution of Policy

The Superintendent of Schools, at the direction of the Board of Education, shall publish to the community information about the District's Comprehensive Student Attendance Policy. The policy shall be available and explained at student assemblies, at assemblies on open school nights (if any), and a plain language summary of the policy shall be prepared for distribution to parents/guardians. Each teacher and new teacher(s), promptly upon hire, shall be provided with a copy of the policy and any amendments thereto. Copies of the policy shall also be maintained by the District's Records Access Officer for issuance upon request by any interested party.