

Category: 7000 Students

7110

Policy: 7110

Adopted: Last Revised:

Type:

09/08/98

2017

Title: **Attendance**

Comprehensive Student Attendance Policy - Cortland Enlarged City School District

I. Philosophy Statement

Class attendance within the Cortland Enlarged City School District is recognized as an integral component of instruction and the learning experience. Achievement is a measurement of what a student knows, what he/she can do, and how well the student participates in class. These measurable student outcomes are criteria for excellence and are heavily attendance dependent. Accountability for learning begins with classroom attendance. Therefore, attendance in school must be a top priority.

Regular attendance contributes to improved academic performance, promotes continuity and reinforcement of learning, and contributes to the social and emotional well-being of students. Student diligence and dedication to regular periods of instruction help establish a discipline for the student. This is important in developing positive work ethic behaviors necessary to be career and/or college ready. It is toward these ends that the Cortland Enlarged City School District Attendance Regulations for students are directed.

Therefore, each student has the responsibility to attend all regularly scheduled classes and to participate fully in class experiences and activities. Further, it is the student's responsibility to make up classes and/or work from which he/she has been absent in a timely manner.

It is the shared responsibility of the school and the home to assist students in developing the desirable habits of punctuality and attendance. Written procedures are established at the Universal Pre-K, elementary, and secondary levels to ensure accountability for all students in accordance with the laws of the State of New York.

II. Objectives

The objectives of the CECSD Comprehensive Student Attendance Policy are:

To ensure student attendance as required by Education Law 3205, 3208, 3211, 3212

To reinforce attendance as a critical factor in school success for students

To increase student accountability leading to college and/or career readiness

To monitor safety for all students

To determine the district's average daily attendance for State Aid purposes.

To identify attendance patterns in order to design attendance improvement efforts.

III. Definitions

Whenever used within the Comprehensive Student Attendance Policy, the following terms shall mean:

Scheduled Instruction: Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day.

Absent: The pupil is not present for the period of the pupil's scheduled instruction.

Tardy to Class: The pupil arrives later than the starting time of the pupil's scheduled instruction.

Tardy to School: The pupil arrives later than the starting time of school.

Early Departure: The pupil leaves prior to the end of the pupil's scheduled instruction.

Present: The pupil is in attendance for the period of scheduled instruction.

Excused Absence: Any absence, tardiness or early departure for which the pupil has a valid school approved excuse. Such excused absences may include, but are not limited to: personal illness, death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical appointments for student*, college visits, military obligations, impassable roads as determined by school transportation, absences approved in advance by the principal, and other reasons as may be approved by the Commissioner of Education.

* Please note that although staff shall cooperate with parents in requests for pupil absences for dental and medical services, the Board strongly requests parental effort to schedule such appointments in free time or after school. If such scheduling is not possible, advance notice should be given to the school by the parents. Further, parents are strongly encouraged to return the student to school, following appointments as possible, to continue his/her participation in remaining classes.

Unexcused Absence: Any absence, tardiness or early departure for which the pupil has no valid school approved excuse. Such unexcused absences may include, but are not limited to: oversleeping, baby-sitting, shopping/personal errands, family vacation/travel, needed at home, skipping class, job interview, hunting/fishing, motor vehicle appointment, non-specific family emergency, missing the bus, and any other absence that is not excused.

Perfect Attendance: The pupil is in attendance every period of instruction during the entire school year. A student participating in a school sponsored activity will be counted in attendance and retains responsibility for missed work. Exceptions will be allowed for religious observance.

IV. Coding System:

*All absences are unexcused until a written excuse is received and meets the definition of excused as identified in this policy.

Absence - Excused
Absence - Unexcused
Absent Excused (Period)
Absent Unexcused (Period)
Bereavement
College Visit
Early Dismissal – Excused
Early Dismissal – Unexcused
Educational Event
In School Suspension
Late – Excused
Late – Unexcused
Medical Appointment
Medical Tutoring
Other
Out of School Suspension
Returned to School

Suspended Tutoring Truant

V. Strategies and Incentives:

A. Strategies: In order to encourage student attendance, the following strategies shall apply:

1. Create and maintain a positive school building culture by fostering a positive environment.
2. Develop and maintain a Comprehensive Student Attendance Plan based upon the recommendations of a broadly representative District Policy Development Team.
3. Maintain accurate record keeping using a Register of Attendance to record presence, absence, tardiness or early departure of all pupils.
4. Utilize data analysis systems to track individual pupil attendance, and identify trends in student attendance.
5. Develop early intervention strategies to improve school attendance for all pupils.
6. Develop collaborative community supports.

B. Incentives: Individual schools will implement classroom and school-wide based incentive programs for excellent attendance. Examples, including but not limited to those listed below, may occur in schools:

1. Attendance honor rolls to be posted in prominent places in District buildings, included in District newsletters, community newsletters and sent to individual students and parents.
2. Attendance awards such as roaming trophies, certificates, banners, and reward parties to be provided as recognition of students or a class, as appropriate.
3. Grade level awards in individual buildings for best attendance.
4. School-wide and classroom bulletin boards highlighting excellent attendance.

C. Intervention Strategies

The Building Principal shall review student attendance records as per district procedures, address identified patterns of unexcused pupil absence, tardiness, and early departure, and review current intervention methods. Intervention strategies, may include, but are not limited to:

1. Student Centered Support
 - Problem Solving Meetings
 - Parental Contact

- Student Attendance Plans

2. Written or verbal notice to address chronic attendance problems.
3. Parent conferences to address chronic attendance problems.
4. Counseling provided to students with chronic absenteeism.
5. Referral to outside agency.

D. Notices of Absences: Parents/persons in parental relation shall be notified of their child's absence(s), tardiness or early departures. When 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 school attendance officer shall attempt to contact the pupil's parent(s) or person in parental relation via telephone or automated calling system to learn the nature of the pupil's absence and notify the parent that the child has not arrived at school.

E. Disciplinary Procedures: A pupil may be subject to disciplinary sanctions for unexcused absence, tardiness, or early departure as described in the Code of Conduct. Disciplinary sanctions may include, but are not limited to:

1. Verbal or written warning.
2. Parent Contact
3. Detention.
4. In-School Suspension.
5. Loss of extra-curricular privileges.
6. Involvement in the court system.

VI. Attendance Officer:

Attendance records shall be kept consistent with Education Law. The Board shall designate a person/persons as the Attendance Officer(s). The Attendance Officer(s) is/are responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the Comprehensive Student Attendance Policy.

Legal Reference: Education Law 3205, 3208, 3211, 3212

Adopted: 9/8/1998

Revised: 7/2/02; 8/26/03; 6/27/06, 7/17/07, 7/15/08, 8/12/15, 7/5/16, 7/25/17