

**Sweet Home Central School District
Comprehensive Student Attendance**

2006-2007

Table of Contents:

Introduction

New York State Attendance Regulations

Statement of Overall Objectives

Determination of Excused and Unexcused Absences, Tardiness and Early Departures

Student Attendance, Recordkeeping/Data Collection

Student Attendance, Process To Address Excessive Absences

Notification of Students who are Absent Tardy, or Depart Early Without Proper Excuse

Attendance Incentives

Disciplinary Consequences

Building Intervention Strategy Process

Appeal Process

Building Review of Attendance Records

Annual Review by the Board of Education

Community Awareness

Appendix A - Amendment of the Commissioner's Regulations Section 104.1

Appendix B - Compulsory Education Laws

Appendix C - MacSchool Reporting Codes and Sample Reports

Introduction:

Regular school attendance is a critical factor in student success. Research indicates a high positive correlation between consistent school attendance, academic success, and school completion. Realizing that one district may have very different needs than another district, the New York State Education Department developed new regulations on pupil attendance that allows school districts to address the needs of their school community while meeting the reporting requirements of the State Education Department.

The purpose of the legislation is to support school districts in their effort to raise student achievement to higher levels based on the New York State Standards. Districts need to close gaps in student performance based on poverty, race, location of residence and other demographic and socioeconomic factors. This can be accomplished through accurate record keeping, an analysis of attendance data, and the development and implementation of improvement strategies.

School attendance is a right and a responsibility of all students. For students to want to fulfill their responsibility, each school building must provide a positive physical and psychological environment so students will want to attend school. This occurs in schools where there is a presence of strong adult role models who engage in respectful and nurturing interactions with students. When students experience a high level of bonding to their school, they attend school regularly. A positive school climate is a critical factor in student attendance.

New York State Attendance Regulations:

At the October, 2001 meeting, the Board of Regents amended Commissioner's Regulation 104.1 (see appendix A) concerning pupil attendance. This amendment was the product of over two years of work with various stakeholder groups throughout the state.

The revised regulation affects three general areas:

- Content and responsibility for the record of pupil attendance.
- Review of attendance data by school building administrators for the purpose of identifying pupil attendance problems and initiating appropriate action to improve pupil attendance.
- Development of a Comprehensive Attendance Policy by each school district.

Although full implementation of this regulation will not be expected until the 2003-2004 school year, the Sweet Home Comprehensive Attendance Policy must be adopted by the Board of Education by June 30, 2002. The 2002-2003 school year will be used to pilot the policy and make any needed revisions. It is hoped that the pilot year will stimulate discussion and create an ongoing dialogue with parents, students and teachers. It is suggested that each district take the following actions to develop and implement their policy:

- Review the regulation – share the regulation with school board members, building administrators and all others who have responsibility for student attendance.
- Form a Policy Development Team – include all stakeholders
- Examine current attendance practices – compare the regulations with what is already being done. Most of what is incorporated into the new regulation is already in operation in schools throughout the state.
- Establish a target date for a public hearing – to have a policy approved by the Board of Education by June 30, 2002, the public hearing must be held on May 14, 2002.

The Sweet Home Comprehensive Attendance Policy must reflect the local values and needs of the Sweet Home community.

Nine elements must be addressed by the policy:

- Statement of local objectives
- Description of Strategies to meet objectives
- A determination of which absences are excused and which are not
- A description of the coding system for absences
- A description of school policy regarding attendance and course credit
- A description of incentives/sanctions to be used
- A description of notification of “parents”
- A description of the development process for intervention strategies
- Identification of the people to review attendance records and initiate action

Statement of Overall Objectives:

School attendance is both a right and a responsibility. The Sweet Home Central School District is an active partner with parents and students in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the school district recognizes that consistent school attendance, academic success and school completion have a positive correlation; the Sweet Home Central School District will develop, review, and, if necessary, revise a Comprehensive Student Attendance Policy to meet the following objectives:

- 1.) To determine the district's average daily attendance for New York State Aid purposes.
- 2.) To verify that individual students are in compliance with compulsory education laws (see appendix B).
- 3.) To know the whereabouts of every student for safety and other reasons.
- 4.) To identify attendance patterns in order to design attendance improvement strategies.
- 5.) To maintain the excellent attendance patterns that currently exist.
- 6.) To identify and eliminate chronic absence patterns.
- 7.) To increase school completion for all students.
- 8.) To raise student achievement and close gaps in student performance.
- 9.) To provide students with the opportunity to develop the life skills of punctuality and positive daily attendance habits to ensure their future success.
- 10.) To provide a wide variety of school sponsored activities so that all students will have an opportunity to bond with members of the Sweet Home Community and want to attend school.

Description of Strategies to Meet Objectives:

The Sweet Home Central School District will:

- 1.) Create and maintain a positive school building culture by fostering a positive physical and psychological environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. This positive school culture is aimed at encouraging a high level of student bonding to the school, which in turn should lead to increased attendance.
- 2.) Develop a Comprehensive Student Attendance Policy based upon the recommendations of a multifaceted District Policy Development Team that includes representation from the Board of Education, administrators, teachers, students, parents and the community. The District will hold a public hearing on May 14, 2002 prior to the adopting of this collaboratively developed Comprehensive Student Attendance Policy.
- 3.) Maintain accurate record keeping electronically via MacSchool to record attendance, absence, tardiness or early departure of each student on a daily basis for grades K-8 and on a period basis for grades 9-12.
- 4.) Utilize data analysis systems for tracking individual student attendance and individual and group trends in students' attendance problems.
- 5.) Utilize data analysis systems for comparison of student attendance trends and trends in student achievement.
- 6.) Develop early intervention strategies to improve school attendance for all students.
- 7.) Develop programs for adults and students that enable students to form strong bonding relationships with adults through respectful, nurturing interactions.

Determination of Excused and Unexcused Absences, Tardiness and Early Departures:

Definitions:

Absent – The student is not in the school building for the entire day or does not attend the assigned class during the entire period of time allotted for that class.

Tardy – A student enters the building after the designated arrival time or a student enters a class after the designated start time.

Early Departure – A student leaves the building prior to the designated dismissal time or a student leaves a class prior to the designated dismissal time.

Based on the District's education and community needs, values and priorities, the Sweet Home Central School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards:

- a) **School Excused:** An absence, tardiness or early departure may be excused if due to illness, death in the family, medical appointment, religious holiday, court appointment, counseling appointment, road test or college exploration.
- b) **School Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, oversleeping, missing the bus, and working)
- c) **Grades 9-12 Class Excused:** An absence, tardiness or early departure may be excused if due to illness, death in the family, medical appointment, health office visit, religious holiday, court appointment, counseling appointment, road test or college exploration, field trip, honor colloquia, CSE meeting, test modifications that extend time, music lesson, or any other school sponsored activity.
- d) **Grades 9-12 Class Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, oversleeping, missing the bus, class cuts, and working).

Any time a student is absent, tardy or departs early from school, the parent/guardian must submit a signed, written reason for the absence/tardiness/early dismissal, specifying the date(s) and time, to the school district. Parents are requested to e-mail or call in their child's absence. A signed written excuse is required upon return to school after an absence or tardiness or prior to an early release.

Student Attendance, Recordkeeping/Data Collection

The record of each student's presence, absence, tardiness and early departure shall be recorded daily electronically consistent with Commissioner's Regulations. An absence, tardiness or early departure will be entered as "excused" or "unexcused along with the district code for the reason.

Commencing July 1, 2003, attendance shall be taken and recorded in accordance with the following:

- a) For students in non-departmentalized kindergarten through grade eight, such student's presence or absence shall be recorded after the taking of attendance once per day, provided that students are not dismissed from school grounds during a lunch period.
- b) For students in grades nine through twelve, each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction except that where students do not change classrooms for each period of scheduled instruction, attendance shall be taken in accordance with paragraph "a" above.
- c) Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with standards articulated in this policy.
- d) In the event that a student at any instructional level from kindergarten through grade twelve arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

A record shall be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Commissioner of Education.

Attendance records shall also indicate the date when a student enters and withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section 3202(1-a).

At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated school personnel who are responsible for attendance. The nature of the absence, tardiness or early departure shall be coded on a student's record in accordance with the established District/building procedures.

Student Attendance, Processes To Address Excessive Absences/Tardies

The following process will be followed in all buildings throughout the Sweet Home School District:

The person responsible for recording attendance records in each building will generate a report on a biweekly basis. A student who reaches 7 absences during the first marking period will be flagged as a possible attendance problem and the first intervention will be implemented. In the second quarter and thereafter a letter is sent to the parent/guardian of any student who reaches an absence rate of 15 percent or more for that point of the year. As of the 100th day and thereafter a letter is sent to the parent/guardian of any student who has 15 absences or more. The second intervention is to be implemented when a student fails to maintain an attendance rate of 85% or better. After being flagged, the building team will monitor the student's attendance and appropriate interventions will be taken. After the 100th day of school and until the end of the year, a letter will be sent for students with 15 absences.

When it is determined that intervention is necessary, the following steps will be taken.

Elementary School:

A. First Intervention - The first intervention is a letter sent to the parent/person in parental relation requesting more information about the student absences. The letter will encourage the parent/person in parental relation to promote regular school attendance and to monitor future absences. The school attendance policy and a copy of the student's attendance record will be included in the mailing. Acknowledgement of receipt of the letter is expected. The school counselor will make a follow-up contact if no reply is received. As part of this intervention, the counselor will meet with the student to review the student's attendance, discuss the attendance policy and encourage regular school attendance.

B. Second Intervention - When the attendance patterns do not show improvement and the building team decides that further intervention is necessary, a referral will be made to the school attendance officer. The attendance officer will send a letter requesting a conference with the parents/persons in parental relation. The letter will state the purpose of the conference. The purpose of the conference is to determine the consequences for not attending school and to determine a course of action that will improve the student's attendance. A copy of the student's attendance record will be included with the letter. The letter will outline future actions that will be taken if the student attendance continues to deteriorate. This may include actions such as referral to the Family Support Center, referral to the building principal, referral to CSE, or referral to a community service program. At this time, a doctor's excuse will be required for all future absences.

C. Third Intervention - When a family has received two interventions, and the student has accumulated at least 15 days of unexcused absences,

the attendance officer will pursue formal sanctions such as referral to CSE for a re-evaluation of appropriate placement, referral to Child Protective Services for parental neglect, or a referral to Department of Probation for PINS Diversion, if appropriate.

Middle School:

A. First Intervention - The first intervention is a letter sent to the parent/person in parental relation requesting more information about the student absences. The letter will encourage the parent/person in parental relation to promote regular school attendance and to monitor future absences. A parent fact sheet about the school attendance policy and a copy of the student's attendance record will be included in the mailing. Acknowledgement of receipt of the letter is expected. The school counselor will make a follow-up contact if no reply is received. As part of this intervention, the counselor will meet with the student to review the student's attendance, discuss the attendance policy and encourage regular school attendance.

B. Second Intervention - When the attendance patterns do not show improvement and the building team decides that further intervention is necessary, a referral will be made to the school attendance officer. The attendance officer will send a letter requesting a conference with the parents/persons in parental relation. The letter will state the purpose of the conference. The purpose of the conference is to determine the consequences for not attending school and to determine a course of action that will improve the student's attendance. A copy of the student's attendance record will be included with the letter. The letter will outline future actions that will be taken if the student attendance continues to deteriorate. This may include actions such as referral to the Family Support Center, referral to the building principal, referral to CSE, or referral to a community service program. At this time, a doctor's excuse will be required for all future absences.

C. Third Intervention - When a family has received two interventions, and the student has accumulated at least 15 days of unexcused absences, the attendance officer will pursue formal sanctions such as referral to CSE for a re-evaluation of appropriate placement, referral to Child Protective Services for parental neglect, or a referral to Department of Probation for PINS Diversion, if appropriate.

High School:

A. First Intervention - The first intervention is a letter sent to the parent/person in parental relation requesting more information about the student absences. The letter will encourage the parent/person in parental relation to promote regular school attendance and to monitor future absences. A parent fact sheet about the school attendance policy and a copy of the student's attendance record will be included in the mailing. Acknowledgement of receipt of the letter is expected. The school counselor will make a follow-up contact if no reply is received. As part of this intervention, the counselor will meet with the student to review the student's attendance, discuss the attendance policy and encourage regular school attendance.

B. Second Intervention - When the attendance patterns do not show improvement and the building team decides that further intervention is necessary, a referral will be made to the School Response Team. The Assistant Principal will send a letter requesting a conference with the parents/persons in parental relation. The letter will state the purpose of the conference. The purpose of the conference is to determine the consequences for not attending school and to determine a course of action that will improve the student's attendance. A copy of the student's attendance record will be included with the letter. The letter will outline future actions that will be taken if the student attendance continues to deteriorate. This may include actions such as referral to the Family Support Center, referral to the building principal, referral to CSE, or referral to a community service program. At this time, a doctor's excuse will be required for all future absences.

C. Third Intervention - When a family has received two interventions, and the student has accumulated at least 15 days of unexcused absences, the school administrator will refer the student to the district attendance officer. The attendance officer will pursue formal sanctions such as referral to CSE for a re-evaluation of appropriate placement, referral to Child Protective Services for parental neglect, or a referral to Department of Probation for PINS Diversion, if appropriate.

D. Fourth Intervention – When all interventions up to this point have failed, the student will be referred to the Superintendent of Schools for a hearing to determine the best course of action for the student.

Summer School:

Sweet Home Central School District requires that all students enrolled in summer school attend classes every day the programs are offered.

Elementary and Middle School:

Attendance issues should be discussed with the building principal.

High School:

New York State has determined the number of hours a student must attend summer school to get course credit. The summer school classes of Sweet Home CSD contain exactly the required number of hours prescribed by NY State. Therefore, daily attendance is required to receive course credit. Any absence will result in removal from the summer school program. Attendance issues should be discussed with the summer school principal.

Notice of Students Who Are Absent, Tardy, or Depart Early Without Proper Excuse

All parents/persons in parental relation should notify the school by phone when their child is absent from school. A designated staff person shall notify by telephone the parent/person in parental relation to a student who is absent, tardy or departs early without proper excuse unless a phone call is received. The staff member shall explain the District's Comprehensive Student Attendance Policy, and the District's/building level intervention procedures. If the parent/person in parental control cannot be reached by telephone, the staff member shall provide such notification by mail. Further, the District's Attendance Policy will be mailed to the parent/person in parental relation to promote awareness and help ensure compliance with the policy.

Attendance Incentives

In order to encourage student attendance, the District will develop and implement grade appropriate/building-level strategies and programs including, but not limited to:

- a) Attendance honor rolls to be posted in prominent places in District buildings and included in District newsletters and community publications.
- b) Special events (e.g., assemblies, guest speakers, field days) scheduled on days that historically have high absenteeism (e.g., Mondays, Fridays, day before vacation).
- c) Grade-level rewards at each building for best attendance.
- d) Classroom acknowledgement of the importance of good attendance (e.g., individual certificates, recognition chart, bulletin boards).
- e) Annual poster/essay contest on the importance of good attendance.
- f) Assemblies collaboratively developed and promoted by student council, administration, PTA and other community groups to promote good attendance.

Disciplinary Consequences

Unexcused absences, tardiness and early departures will result in disciplinary sanctions as described in the District's Code of Conduct. Consequences may include, but are not limited to, detention or community service.

Parents/persons in parental relation will be notified by designated District personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/person in parental relation.

Building Intervention Strategy Process

In order to effectively intervene when an identified pattern of unexcused absences, tardiness or early departure occur, designated District personnel will pursue the following:

- a) Identify specific element(s) of the pattern (e.g., grade level, building, time frame, type of unexcused absences, tardiness or early departures).
- b) Contact the District staff most closely associated with the element. In some specific cases, where the pattern involves an individual student, the student and the parent/person in parental relation will be contacted.
- c) Discuss strategies to directly intervene with specific element.
- d) Recommend intervention to the Superintendent or his/her designee if it relates to change in district policy or procedure.
- e) Implement changes, as approved by the appropriate administration.
- f) Utilize appropriate District and/or community resources to address and help remediate student unexcused absences, tardiness or early departures.
- g) Monitor and report short and long term effects of intervention.

Appeal Process

A parent/person in parental relation may request a building level review of their child's attendance record.

Appeals about the records of should be made to the building principal.

Building Review of Attendance Records

Commencing with the 2003-2004 school year, the building principal will work in conjunction with the attendance clerk and other designated staff in reviewing attendance records at the end of each term. This review is conducted to identify individual and group attendance patterns and to initiate appropriate action to address the problem of unexcused absences, tardiness and early departures.

Annual Review by the Board of Education

The Board of Education shall annually review the building level student attendance records and if such records show a decline in student attendance, the Board shall make any revisions to the Policy and plan deemed necessary to improve student attendance.

Community Awareness

The Board of Education shall promote necessary community awareness of the District's Student Attendance Policy by:

- a) Providing a plain language summary of the policy to parents or persons in parental relation to students at the beginning of each school year and promoting the understanding of such a policy to students and their parents/persons in parental relation.
- b) Providing each teacher, at the beginning of the school year or upon employment, with a copy of the Policy.
- c) Providing copies of the Policy to any other member of the community upon request.

