

STUDENT ATTENDANCE

All students have the right to educational opportunities that will enable them to develop their fullest potential. Attendance policies are based on the principle that regular school attendance maximizes students' interaction with their teachers and peers and is a major component of academic success. Improved school attendance generally increases student achievement. Therefore, attendance policies that provide for the early identification of attendance problems and effective methods to address them are most likely to help students succeed. Successful implementation of any attendance policy requires cooperation among all members of the education community, including parents, students, teachers, administrators and support staff. The Northport-East Northport School District strives to create a positive school culture which will encourage excellent attendance.

The Board of Education affords all students a broad range of educational programs which will raise student achievement to higher levels. A comprehensive attendance monitoring system exists to support achieving this goal. It is the responsibility of the school district to ensure that all parents and students are informed of the district attendance policy. Student attendance procedures for the elementary, middle and high school level shall be annually distributed to all students and their parents/guardians. Parents/guardians, administrators and teaching staff will cooperate in every effort to effect improved attendance.

Enhancing student achievement through improved school attendance will be supported by collecting data through accurate attendance record keeping. School staff will analyze attendance data to identify individual and group patterns of absenteeism, both excused and unexcused. Specific interventions will be developed to assist each student to be successful in meeting higher academic standards. High school, middle school and elementary school student attendance will be maintained on a period by period basis.

The Northport-East Northport School District realizes student absences may occur during the school year. Parents are encouraged to respect the school calendar when scheduling family vacations. The district acknowledges the following instances as excused or unexcused absences:

Examples of **EXCUSED ABSENCES, TARDINESS AND EARLY DEPARTURES** include but are not limited to:

- personal illness
- impassable roads or inclement weather
- medical appointment
- power failure
- college visitation for appropriate age students and their siblings
- religious observances
- family emergency, e.g., accident, illness or death in family
- appointments with court or government related agency, e.g. subpoena, road test, military obligations, probation department or INS
- school approved function, e.g., field trip, guidance/administrative appointment, music lesson, nurse, cooperative work program.

Examples of **UNEXCUSED ABSENCES, TARDINESS AND EARLY DEPARTURES** include but are not limited to:

- oversleeping
- missing the bus
- family vacation
- babysitting
- events unrelated to school activities

The determination of an absence as excused or unexcused may be left to the discretion of an administrator based upon extenuating circumstances. In some instances, the school administrator may request additional verification beyond parental communication.

The school district will utilize attendance codes to identify the reasons for a student's absence, tardiness or early departure. These codes will assist the school with maintaining accurate student attendance records. The codes are included with this policy as an attachment. See Attachment A for this information.

Principals will designate a building staff member who will be responsible for reviewing attendance records and initiating appropriate action to address unexcused student absences and absenteeism. Through this review, student attendance can be enhanced using a balance of intervention strategies, incentives and disciplinary sanctions. Intervention strategies shall be a collaborative effort among teachers, parents, administrators, and the school's Learning Support Team. Specific incremental intervention strategies may include, but are not limited to the following:

- involvement of Guidance Counselor and social worker, as well as other appropriate support staff
- assignments to Student Support Center and/or other components of progressive discipline as outlined in the student handbook.
- referrals to Learning Support Team (LST) and Committee on Special Education (CSE) as applicable.
- Additional age appropriate support services.

The following incentives are designed to encourage student attendance:

- the benefits of a quality education in a rich and varied curriculum
- the benefits of social and emotional growth
- participation in extracurricular activities
- recognition of students with exemplary attendance

The following disciplinary sanctions may be used to discourage absenteeism, unexcused absences, tardiness and early departures:

- parent notification of absenteeism, unexcused absences, tardiness and early departures
- scheduling parent conferences to address attendance issues
- disciplinary action which may include detention, assignment to the Student Support

- Center, loss of privileges and denial of course credit
- referral to Family Court, Child Protective Services and/or other outside agencies.

The administration will ensure that notice be provided to the parents of a student who displays absenteeism, unexcused absences, tardiness and early departures. Notification may also include telephone contacts, written letters, interim reports, report cards and/or parental conferences. Student attendance may be accessed daily by parents/guardians electronically or otherwise.

SPECIFIC BUILDING ATTENDANCE PROCEDURES

Elementary Schools

1. Parents are encouraged to communicate to the attendance office the absence or lateness of their child through written and/or telephone correspondence.
2. If the school does not receive notification of a child's absence, a telephone call is made to the parent/guardian as soon as practical during the school day.
3. Consequences and incentives pertaining to student attendance may be implemented as referenced above.

Middle Schools

1. Parents are encouraged to communicate to the attendance office the absence or lateness of their child through written and/or telephone correspondence.
2. If the school does not receive notification of a child's absence, a telephone call is made to the parent/guardian as soon as practical during the school day.
3. Consequences and incentives pertaining to student attendance may be implemented as referenced above.

High School

1. Each day that a student is absent from school, it is essential that the parent/guardian call 262-6657 between 7:20 a.m. and 2:00 p.m. and give the following information:
 - Student's name and grade level
 - Reason for absence
 - Expected length of absence

If the school does not receive notification of a student's absence, a telephone call is made to the parent/guardian.

2. Should there be extenuating circumstances and a call cannot be made, then upon the

return to school the student will have 72 hours to bring in a note to the grade level administrator for the absence to be considered excused. Failure to do so will result in an unexcused absence for each class on the date of the absence. It is of critical importance to follow this procedure because only students with excused absences are eligible to make up work.

3. *Unexcused Absences Due to Family Vacations and Excused Absences*

In the case of such absences, students are required upon their return to school to approach the teacher to arrange make-up work. The student is required to make up the work in a manner satisfactory to the classroom teacher. If the work is not made up the absence shall count toward denial of course credit, and the designation indicating missing work will be noted on the student's attendance record. If the work is made up, the absence will not count toward the denial of course credit.

4. *All Other Unexcused Absences:*

In the case of unexcused absences, students are not eligible to make up the work for full credit. All such absences shall count toward denial of course credit.

5. *Denial of Course Credit:*

- Students who accrue 9 absences in a semester course or 18 absences in a full year course shall be considered for the *denial of course credit* DC (denied credit).
- All unexcused absences shall count toward the denial of course credit.
- In the case of an excused absence, the student is required to make up the work in a manner satisfactory to the classroom teacher. Excused absences for which work has not been made up, will count toward the denial of credit. Excused absences for which work has been made up will not count toward the denial of credit.
- Three unexcused tardies to a particular class in a semester are equivalent to one (1) unexcused absence.
- In all cases, notice to a student's parent(s) or person(s) in parental relation will be provided, as well as the implementation of intervention strategies will be enacted prior to denial of course credit.

6. *Appeals*

Students and their parents/guardians have a right to appeal the denial of course credit. An appeal must be requested of the principal within five (5) days of notification. The student must continue to attend class during the appeal process. The decision of the principal is final.

Summary

Regular attendance is required within the Northport-East Northport School District. It is essential for academic success, and it is required by New York State Law. Attendance is a responsibility shared

by students, parents and school personnel.

Replaces Board of Education Policies: 5110, 5113, 5113.1, 5113.2, 5113.4

Policy Adopted: 7/1/02

Reaffirmed: 06/18/12

Revised: 08/26/13

This policy will automatically become null and void in the event that State or Federal legislation is passed which makes this policy inoperative.

Northport-East Northport Union Free School District

ATTACHMENT A

**NORTHPORT-EAST NORTHPORT SCHOOL DISTRICT
Attendance Codes**

| Reason | Excused | Alert Health Office | Daily Present | Code | Teacher Visibility | Length |
|-----------------------------|----------------|----------------------------|----------------------|-------------|---------------------------|---------------|
| Tardy Excused | Yes | No | No | E | No | 1 |
| Ex-Out of School | Yes | No | Yes | X | No | 1 |
| Legal Absence | Yes | No | No | L | No | 1 |
| Tardy to class-unexcused | No | No | No | TU | No | 1 |
| Absent-Parent Sanctioned | No | No | No | Z | Yes | 1 |
| Absent-Wilson TC | No | No | No | A | No | 1 |
| Administrative Placement | Yes | No | Yes | Adm | No | 1 |
| AIS Services | Yes | No | Yes | AIS | Yes | 1 |
| Assembly | Yes | No | Yes | AS | Yes | 1 |
| Abbrievated School Day | Yes | No | No | AD | Yes | 1 |
| Band | Yes | No | Yes | B | No | 1 |
| Chorus | Yes | No | Yes | CH | No | 1 |
| Class Room Activity | Yes | No | No | CRA | Yes | 1 |
| Cut | No | No | No | C | No | 1 |
| Educational Testing | Yes | No | Yes | ET | Yes | 1 |
| Family Vacation | No | No | No | VAC | No | 1 |
| Field Trip | Yes | No | Yes | FLD | Yes | 1 |
| Guidance Counselor | Yes | No | Yes | G | Yes | 1 |
| Home Instruction | Yes | No | No | H | No | 1 |
| IEP Mandated Services | Yes | No | No | IMS | Yes | 1 |
| Illegal Absence | No | No | No | I | No | 1 |
| Impassible Roads | Yes | No | No | IMP | No | 1 |
| In School Suspension | Yes | No | Yes | ISS | No | 1 |
| Investigate | Yes | No | Yes | GT | Yes | 1 |
| Left Early-excused | Yes | No | No | Q | No | 1 |
| Left Early-unexcused | No | No | No | QU | No | 1 |
| LEP Services | Yes | No | Yes | LEP | Yes | 1 |
| Med-Home Instruction | Yes | No | No | M | No | 1 |
| Medical without Instruction | Yes | No | No | O | No | 1 |
| Music Lessons | Yes | No | Yes | ML | Yes | 1 |

| | | | | | | |
|--------------------------|-----|----|-----|------|-----|---|
| Nurse | Yes | No | Yes | N | Yes | 1 |
| Orchestra | Yes | No | Yes | OR | No | 1 |
| Out-of-School Suspension | Yes | No | Yes | OSS | No | 1 |
| Principal-Asst. | Yes | No | Yes | P | Yes | 1 |
| Religious Observance | Yes | No | No | R | No | 1 |
| Staff Development | Yes | No | Yes | AE | Yes | 1 |
| Teacher Not Available | Yes | No | Yes | TNA | Yes | 1 |
| Tech Crew Event | Yes | No | Yes | TECH | No | 1 |
| FD College Visit | Yes | No | No | V | No | 1 |
| PD College Visit | Yes | No | Yes | W | No | 1 |