

<h1>POLICY</h1>	2006	7200
	Students	

Subject: Comprehensive Attendance Policy

A. Objectives

The objectives of the Comprehensive Attendance Policy are:

1. to accurately track the attendance, absence, tardiness and early departure of students to and from the school;
2. to ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
3. to track student location for safety reasons and to account to parents regarding the location of children during school hours.

B. Definitions

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

1. Scheduled instruction: Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.
2. Absent: The pupil is not present for the entire period of the pupil's scheduled instruction. The teachers' attendance register through SchoolTool shall be the official record.
3. Tardy: The pupil arrives later than the starting time of the pupil's scheduled instruction.
4. Early departure: The pupil leaves prior to the end of the pupil's scheduled instruction.
5. Excused: Any absence, tardiness, or early departure for which the pupil has a valid school approved excuse. Such excused non-appearance include: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, field trips, approved

college visits, military obligations, absences approved in advance by the Principal, and other reasons as may be approved by the Commissioner of Education.

6. Unexcused: Any absence, tardiness, or early departure for which the pupil has no valid school approved excuse. Such unexcused non-appearances include family vacation, oversleeping, skipping class, and any other absence that is not excused.

C. Coding System

The time that the pupil arrived or departed will be recorded next to the entry code describing the nature and reason for the student missing all or part of scheduled instruction.

D. In order to encourage student attendance, the following strategies and incentives may apply:

1. Minimum Attendance for Course Credit

- a. Attendance will not be used as a measure of student learning; rather course credit is earned based on student performance related to learning outcomes. Students are required to attend all scheduled classes, unless their absence is excused as defined in this policy. Consistent with the importance of attendance and classroom participation, unexcused absences and unexcused tardies, as well as excessive excused absences or excused tardies are likely to have a negative effect on a student's grade for the day, marking period, and/or course.

Due to this correlation between attendance and student learning, all students should be in attendance at least 85% of the time, that means no more than twenty-eight (28) absences for the full year course and fourteen (14) absences for a half-year course. Students not meeting this attendance requirement may be placed on academic probation.

- i. For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than 20 minutes of class, whether through tardiness or early departure, unless accounted for by an authorized person.
- ii. Students *of* compulsory attendance age suspended from school instruction may not be marked as absent unless they fail to attend scheduled alternative education on that day.
- iii. Students *over* the compulsory attendance age suspended from school instruction will be marked absent unless they have been assigned alternative education. If alternative education has been assigned, only failure to attend scheduled alternative education shall count as an absence.

b. In order to prevent loss of learning due to failure to attend, the district will take the following steps:

- i. Attendance reports will be made available to monitor course attendance.
- ii. The District will use a multi-tiered system of intervention promoting positive attendance practices for all students utilizing differentiated interventions designed to address attendance concerns.

2. Disciplinary Procedures

The pupil may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detentions, in-school suspensions, and loss of extra-curricular privileges, as described in the Code of Conduct.

3. Incentives

District teachers may work with the Building Principal, the Attendance Supervision Officer, and additional staff to create and implement classroom based incentive programs for excellent attendance, including but not limited to, attendance awards and additional privileges.

4. Intervention Strategy Development

The Building Principal shall meet each marking period with a pupil personnel team to review student attendance records, address identified patterns of unexcused pupil absence, tardiness and early departure, and review current intervention methods.

5. Counseling

The District may provide counseling to students with chronic attendance problems.

E. Attendance Supervision Officer

The Board shall designate a person as the Attendance Supervision Officer. The Attendance Supervision Officer is responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the Comprehensive Attendance Policy.

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