WESTHAMPTON BEACH HIGH SCHOOL

COMPREHENSIVE ATTENDANCE POLICY

Please read the following Attendance Policy and sign the attached statement. Have your child return this statement to his/her first period teacher on the first day of school.

COMPREHENSIVE ATTENDANCE POLICY (SUMMARY)

The purpose of our attendance policy is to increase student achievement. There is direct correlation between school attendance and student success. Implementation of this policy will reduce the number of unexcused absences, tardiness and early departures (referred to as ATED’s). The following are two important definitions:

   Excused ATED’s: Absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impassible roads or weather, religious observances, quarantine, required court appearances, attendance at the health clinics, pre-approved college visits, cooperative work programs, military obligations, school authorized situations (field trips, testing, music lessons, counseling, athletic events), or such other reasons as may be approved by the Board of Education. Please be aware that New York State does not recognize any difference between Excused ATED’s and Unexcused ATED’s. All other ATED’s are considered unexcused.

Parental responsibilities:

1. All ATED’s must be accounted for. It is the parent’s responsibility to notify the attendance office the morning of the ATED and to provide a written excuse within 3 school days upon the student’s return (except school authorized situations). ATED’s for which a written excuse is not received shall be considered unexcused. All written excuses are subject to verification.

Student responsibilities:

1. Students are expected to achieve 90% attendance for each class. If they do not, they will be denied credit (DCA). The total number of excused and/or unexcused absences which will result in a DCA are as follows:

   - Full year course: 19
   - Half year course: 10
   - Lab science full year course: 28
   - Physical Education: 6

2. If a student misses twenty (20) or more minutes of a class period, they are considered absent. Three lateness’s of less than twenty minutes to class equal one absence.

3. Part of a student’s grade will be based on classroom participation. Unexcused ATED’s for which no make-up work is allowed will affect a student’s class participation grade. Teachers will provide make-up work only for those students with excused ATED’s.

4. If a student DCA’s from a class, he/she must continue to attend that class.

5. BOCES students: We reserve the right to withdraw students from BOCES for excessive absence.

6. Denial of eligibility for Summer School: 35 absences for a full year course, 18 absences for half-year and Physical Education courses and 52 absences for a lab science class.

7. Any student that DCA’s from a class has the right to appeal.
WESTHAMPTON BEACH HIGH SCHOOL
COMPREHENSIVE ATTENDANCE POLICY
SIGNATURE PAGE
SEPTEMBER 2016

Student Name: ____________________________________________
Grade: ________________________________________________

I have read the Comprehensive Attendance Policy (Summary). I understand and agree to comply with the terms of the Comprehensive Attendance Policy, which can be found in the Student Handbook.

Student printed name: ____________________________________________  Print Student Name

Student Signature: _____________________________________________  Student Signature

Parent/Guardian printed name: ____________________________________________  Print Parent Name

Parent/Guardian Signature: _____________________________________________  Parent Signature

Please have your child return this form to his/her first period teacher on the first day of school. Thank you for your cooperation.
COMPREHENSIVE ATTENDANCE POLICY

Philosophy Statement

The Board of Education recognizes that regular school attendance is a major component of academic success. To maintain academic standards, encourage academic progress and ensure student participation in the school experience the Board of Education of Westhampton Beach in concert with section 104.1 of the Commissioner Regulations establishes this attendance policy for the district’s schools. Through implementation of this policy the board expects to reduce unexcused absences, tardiness and early departure (referred to in this policy as “ATED’s”) encourage full attendance by all students, maintain adequate attendance records and develop effective intervention strategies to improve student attendance.

Notice

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents, teachers and administrators are notified of and understand this policy; the following procedures shall be implemented.

- The attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year.
- Parents will receive a plain language summary of this policy by mail at the start of the school year. Parents will be asked to sign and return a statement indicating that they have read, understood and agree to comply with the policy.
- When a student is absent, tardy, or leaves early from class or school without excuse, designated staff member(s) will make an appropriate contact with the student’s parent(s), remind them of the attendance policy, and review ATED intervention procedures with them.
- Parents will be encouraged to regularly review their children’s attendance history and will be reminded that this information will be available electronically.
- District and school publications will include periodic reminders of the components of this policy.
- The district will provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment.
- All faculty and staff will meet at the beginning of each school year to review the attendance policy to clarify individual roles in its implementation.
- The attendance policy will be posted on the District website.
- Copies of this policy will also be made available to any community member upon request.
Excused and Unexcused ATED’s

Excused ATED’s are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, pre-approved college visits, cooperative work programs, military obligations, school authorized situations (field trips, testing, music lessons, counseling, athletic events), or such other reasons as may be approved by the Board of Education. Students whose parent or legal guardian has been called for military deployment, is on leave from, or is returning from a combat zone or combat support, may be excused for an additional five days, but work must be made up according to the rules applicable to other excused absences. Parents must notify the building principal no less than three days before the intended absences, and each request will be approved on a case by case basis.

All other ATEDs are considered unexcused ATED’s.

All ATED’s must be accounted for. It is the parent’s responsibility to notify the school office the morning of the ATED and to provide a written excuse within 3 school days upon the student’s return (except school authorized situations. See above). ATEDs for which a written excuse is not received shall be considered unexcused. All written excuses are subject to verification.

In a circumstance where it cannot be determined whether an ATED is excused or unexcused, the building principal has the authority to determine the proper ATED classification.

General Procedures/Data Collection

- At grade levels 6-12 attendance will be taken during each class period.
- At the elementary level (K-5) pupils attendance shall be recorded after the taking of attendance once per school day.
- At the conclusion of each class period (grade 6-12) or school day (K-5) all attendance information shall be compiled and provided to the designated staff member(s) responsible for attendance.
- The nature of an ATED shall be coded on the student’s record.
- Student ATED data shall be available to and should be reviewed by designated school personnel in an expeditious manner.
- Where additional information is received that requires corrections to be made to a student’s attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.
- Parents will be notified of student ATEDs in writing using school report cards, progress reports and/or attendance letters.
- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early.

Attendance Incentives

The staff of each school in the district shall design and implement an age-appropriate system which acknowledges student’s efforts to maintain or improve school attendance.
Disciplinary Consequences

Unexcused ATEDs will result in disciplinary sanctions that are age appropriate. Disciplinary sanctions will be building specific. These penalties shall be specified in the district's Code of Conduct. In addition, designated staff members will contact the student’s parents and the student’s counselor. Such staff member(s) shall remind parents of the state attendance regulations, district attendance policy, ramifications of excused and unexcused ATEDs and discuss appropriate interventions to improve attendance.

Attendance/Grade Policy

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, students are expected to attend all scheduled classes. Each marking period a student’s grade will be based on classroom participation as well as the student’s performance on homework, tests, quizzes, papers, projects, etc. Unexcused ATED’s for which no make-up is allowed will affect a student’s class participation grade for the marking period.

Denial of Credit for Not Meeting Minimum Attendance Standard

Courses taken for high school credit at the high school or middle school in which a student fails to achieve 90 percent attendance shall be subject to the Denial of Credit for that course. The total number of excused and/or unexcused ATED’s which shall result in denial of credit are as follows:

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full year course</td>
<td>19</td>
</tr>
<tr>
<td>Half year course</td>
<td>10</td>
</tr>
<tr>
<td>Lab science full year course</td>
<td>28</td>
</tr>
<tr>
<td>Physical Education</td>
<td>6</td>
</tr>
</tbody>
</table>

Tardiness and Early Departure Equate to Absence

If a student misses twenty (20) or more minutes of a class period they are considered absent. Three latenesses of less than twenty (20) minutes to class equal one absence.

Denial of Credit/Student Transcript

When a student is denied credit due to not meeting the minimum attendance standard his/her transcript will reflect the course in which credit was denied.
Preliminary Steps Prior to Denial of Credit (Student Interventions)

The Board of Education believes that the school district has a responsibility to assist students with personal, social, health and academic issues that may be impeding a student’s regular attendance at school. Students with excused or unexcused ATED’s shall be monitored carefully using attendance data that is collected on a periodic basis.

- Interventions by district personnel including teachers, counselors, administrators, and other professional support staff shall be utilized to help the student at stages during the school year. Each school shall select levels of excused and unexcused ATED’s which shall be considered to be “red flags” for potential to D.C.A. Appropriate interventions consistent with each student’s particular circumstances shall be developed by all concerned parties with provision for follow-up by parents and school personnel. The building principal will develop procedures for notifying parents when students reach “red flag” intervals noted above.
- Additional intervention may also include: Child Protective Service referral, PINS petition, team department meetings, grade level meetings, parent conference, etc.

Alternate Placements for DCA Students

Students who have been denied credit due to attendance may be assigned to an alternate educational placement where their attendance will be carefully monitored.

Make-Up Work

Teachers will provide make-up work ONLY for those students with excused ATEDs or in the event the student absence is due to personal reasons with pre-approved parental endorsement (not to exceed five days).

In Attendance Rule

Students attending approved alternate educational programs, on home instruction, whether due to illness or suspension, serving in-school suspension or out-of-school suspension, are considered to be “in attendance” and shall not be considered absent.

Other Regulations

- For each course when a student reaches the maximum number of ATEDs, the report card will show a DCA to indicate “Denied Credit-Attendance” for all subsequent reporting periods and exams, including mid-term and final exams.
- If student is eligible to take an RCT or Regents examination, pursuant to Commissioner’s Regulations, the score will be noted on the student’s permanent record.
Summer School Eligibility Requirement: any student who fails to continue to attend classes on a regular basis will not be eligible to attend summer school. Summer school requires previous and continuous seat time.

Students entering the school after the first day shall have their attendance requirement pro-rated using the 90 percent minimum requirement.

The attendance records of a student making a schedule change in the same subject area will be forwarded to the new teacher.

**Right to Appeal**

Students and parents/guardians will have a right to appeal any course that has been denied credit due to attendance. The appeal process is an effort to achieve fairness and to ensure that all circumstances are taken into account.

A student, who, due to a chronic or recurring medical problem or a family crisis, for whom home instruction is not available or practical, reaches the maximum days of course absence, has the right to file a written appeal for a hearing with the Appeals Committee Chairperson within 10 school days of the date of the loss of credit notice. The student and parent(s) or guardian(s) would appear at this meeting with appropriate, verifiable documentation to present to the committee. The committee would then rule on whether the student will continue as a regular student or be placed on a DCA audit. However, it should be noted that in accordance with the Commissioner’s Regulations, no distinction can be made between excused and unexcused absences.

Appeals will be considered ONLY if the student has continued to attend class and to do the required work.

**Appeals Committee**

The committee will be made up of four faculty members, one guidance counselor, one attendance staff member, and one administrator.

**Policy Review**

Each building level Principal will provide the Superintendent and the Board of Education with annual evaluation data and statistics on the implementation of this policy. The Board will review this data to determine the effectiveness and value of the policy for improving student attendance.

**Cross-ref:**
1741, Relations with "Home Schools"  
4321, Programs for Students with Disabilities  
4327, Homebound Instruction  
4710, Grading Systems  
5160, Student Absences and Excuses  
5161, Truancy and Tardiness

**Ref:**
Education Law §§3202(1-a); 3205-3213; 3225  
8 NYCRR §175.6

Adoption date: July 1, 2002  
Revision adopted: June 21, 2010  
Revision adopted: November 7, 2011