

ADMINISTRATIVE REGULATIONS STUDENT ATTENDANCE

Attendance is taken at 8:07 a.m. in the students' first period class and at the beginning of each class period. Homeroom will be considered the student's first period class each day. Notice is made to the Attendance Office of any pupil not present in class as expected. A student is to report to his/her assigned class or study hall before going to the office, nurse, library, locker, lavatory, etc. and receive permission to leave first, so he/she will not be marked late.

A student who arrives late to school is to report to the Attendance Office and receive a pass to class. When a student has been absent for any reason, **the law** requires that he/she bring a note to the Attendance Office the day they return to school signed by the parent/guardian stating the reason for the absence. When a student is tardy to school three times in one marking period without a note from a parent/guardian, the student will receive a detention for that tardy and every tardy thereafter until the next marking period.

A student cannot leave the school building between 8:07 a.m. and 2:47 p.m. without permission.

Dismissal is at 2:47 p.m. At the close of school, a student is to leave the building unless he/she is staying for a regularly scheduled event, an extracurricular meeting, or extra help with a teacher.

Parents of students who "skip" school or are illegally absent will be contacted and expected to confer with the principal regarding the circumstances and actions to be taken.

Parents are notified when a student is chronically absent, is frequently late, or continues to leave early. If the problem continues, one of the following measures may result:

- (a) A parental conference
- (b) After-school detention (2:50-5:00 p.m.), and/or In-school Suspension
- (c) Possible referral to Family Court or other outside agency

STUDENT ATTENDANCE POLICY

It is the belief of the Copenhagen Central School District that opportunities for students to achieve their fullest potential are maximized by regular school attendance that allows a student to take advantage of full interaction with his or her teachers and peers. The Copenhagen Central School District also believes that class attendance is a major component of academic success, and that improved student achievement will reduce the dropout rate. Therefore, it is the goal of the Copenhagen Central School District to provide for the early identification of attendance problems and to establish effective methods to address such problems. Successful implementation of this policy will require cooperation among all members of the school community, including parents, students, teachers, administrators, and support staff.

-continued on next page

The following list of reasons is considered excused absences (next to the reason is the letter code that shall be recorded in the reason section of the attendance register):

- | | |
|--|--|
| 1. illness (I) | 11. Attendance at health clinic (AHC) |
| 2. illness in family (IF) | 12. Military obligation, including family time during R&R leave during war time (MO) |
| 3. death in family (DF) | 13. Disciplinary detention of an incarcerated youth (DDIY) |
| 4. unsafe travel conditions (UTC) | 14. Religious education/instruction (REI) |
| 5. doctor appointments (DA) | 15. School suspension (with alternative instruction requirements met) (SS) |
| 6. quarantine (Q) | 16. School approved events (SAE) |
| 7. required court appearance (RCA) | |
| 8. approved college visits (ACV) | |
| 9. approved cooperative work programs (ACWP) | |
| 10. religious observance (RO) | |

Any other reason shall be considered unexcused absences. The following nonexclusive list include possible examples of unexcused absences:

- | | |
|-------------------------------|--------------------------------|
| 1. senior skip day | 8. working |
| 2. family vacations | 9. hunting/fishing |
| 3. traveling | 10. private lessons/activities |
| 4. shopping/hair appointments | 11. cold weather |
| 5. babysitting | 12. needed at home |
| 6. missing the bus | 13. technological issues |
| 7. driver's test | |

The register of attendance shall be reviewed by the principal and by a Copenhagen Central School designee, attendance officer. The attendance officer shall be responsible for addressing student's absences, tardiness, and early departures from scheduled instruction. The attendance officer will notify parents or guardians of any absences, tardiness, or unexcused early departures and remind them of the attendance policy.

Students who have absences, late arrivals, or early departures from scheduled instruction will be subject to a series of incremental interventions including counseling, loss of privileges, warnings, suspension, and any other disciplinary penalties available under the Code of Conduct. Attendance is required whether school occurs in-person, remotely, or a mixture of in-person and remotely.

Where consistent with other school practices, teachers and staff shall detain students in the hallways who are absent from a class period without excuse and escort the student to the appropriate class, or take the student to the Principal's Office or report the student to an appropriate administrator.

The attendance record shall be consulted for the purpose of grading and denial of course credit as defined in this policy. Copenhagen Central School District believes there is an important relationship between class attendance and student performance. Consequently, students must maintain attendance of 90% in order to receive course credit (equivalent to 10 days per semester or 20 days per full year course). Attendance means being in class on time and ready to learn.

Students (of compulsory school age) with excused absences will be given the opportunity to make up work in order to gain course credit. Students with unexcused absences are required to make up work in order to gain course credit. The student is to arrange with his or her teacher for an assignment to make up the missed work. When absences are the result of a planned vacation, these arrangements with a pre-determined due date must be made prior to departure. Make-up opportunities must be completed by a date specified by the teacher. For all excused absences, this date shall include the equivalent of the number of days that the student was absent. For unexcused absences, this date shall include the number of days the teacher deems appropriate. If the student requests a further extension, he/she must utilize the Academic Support Program (ASP) for that time. Upon the completion of the assigned make-up work, the student shall be deemed to have attended the class(es) missed. Completion of assigned work for an absence will not give the student attendance credit.

-continued on next page

If and when a student is in jeopardy of being denied course credit due to their poor attendance record, the teacher or attendance officer shall notify the parent(s) or person(s) in parental relations. Before a student is denied credit for poor attendance, the teacher or attendance officer shall meet with the student to discuss the possibility of completing assigned make-up work. Students who have been absent from school will be afforded the opportunity to make up time by staying for the Academic Support Program (ASP). One ASP will be equivalent to a half-day of attendance.

Any student who reaches or exceeds 20 absences and does not complete make-up work may be denied course credit.

The school will communicate with the parent/guardian of a student demonstrating poor attendance. Parent contact will be made at each step of the Attendance Policy (5, 10, 15, and 20). If a student reaches Step 3 (15 absences) a parent conference will be held and a plan will be developed for the student.

Copenhagen Central School District shall annually review this Attendance Policy and make any necessary revisions in order to improve student attendance. This review shall include an examination of current intervention strategies, as well as the development of new and effective intervention strategies to improve school attendance, thereby improving students' performance.

Copenhagen Central School District will provide each teacher, student, and his/her parent or guardian with a copy of the Attendance Policy at the beginning of each school year and shall make copies available to any other member of the community upon request in the school office.

COPENHAGEN CENTRAL SCHOOL

ATTENDANCE POLICY



STEPS:

1. The Attendance Officer will advise the student and make a phone call to the parent after five (5) absences for a full-year course or three (3) absences for a half-year course to explain the attendance policy. A letter will be sent home by the principal, with a copy of the attendance procedures. The offices (Attendance, Guidance, and High School) will receive copies.

2. A letter will be sent home by the principal after ten (10) absences for a full-year course or five (5) absences for a half-year course. When the letter is received, the student and parent must sign and return it within two (2) school days.

3. When a student reaches fifteen (15) absences for a full-year and eight (8) absences for a half-year course, a parent-student conference will be required with the guidance counselor, administrator, nurse and social worker. This Attendance Review Board will develop a plan to correct the situation. If warranted, home visits will be made.

4. When a student reaches twenty (20) absences for a full-year or ten (10) absences for a half-year course, which is the maximum allowed, the Attendance Review Board will be notified. The parents will be requested to meet with the Attendance Review Board in the presence of the Superintendent regarding absences. If warranted, home visits will be made.

The Attendance Review Board will assess the student's absences and recommend action to the Superintendent of Schools. One or more of the following actions may be recommended following a hearing of due process:

- ❖ The student may be required to make up missed time and work.
- ❖ The student may be removed from all classes.
- ❖ The student may receive no course credit.
- ❖ Family may be referred to an outside agency for services and support.
- ❖ An "educational neglect" report may be made to Child Protective Services.

Students (of compulsory school age) with absences will be given the opportunity to make up work in order to gain course credit. The student is to arrange with his or her teacher for an assignment to make up the missed work. Make-up opportunities must be completed by a date specified by the teacher during after school hours.



This same policy will apply when students are tardy to school or consistently leave early causing them to miss class time thereby placing them in jeopardy of receiving course credit for those specific classes.