

COOPERSTOWN CENTRAL SCHOOL DISTRICT



**COOPERSTOWN CENTRAL SCHOOL DISTRICT
ATTENDANCE IMPLEMENTATION PLAN**

September 2019

*Authored - W. Crankshaw on behalf of the Students of the
COOPERSTOWN CENTRAL SCHOOL DISTRICT*

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I. General, Accepted Guidelines for Attendance

1. Regular attendance is expected of all students and is a necessary factor in achieving success. Educational opportunities missed can never be recovered in a completely satisfactory manner because the value of class activities is missed forever. Any absence, tardy or early departure must be documented by a parent/caregiver note for legal absence.
2. Absences are *excusable* for the following situations:
 - Illness
 - Illness or death in family
 - Unsafe travel conditions
 - Religious observance
 - Medical/Dental appointments
 - Quarantine
 - Participation in a school-sponsored activity
 - Approved academic visits
 - Military obligations
 - Reasons tied to Legal Proceedings, i.e. court appearance (documentation must be provided)
3. Absence for such reasons as camping, vacations, non-school activities, or visiting is discouraged. Late night activities that cause a student to be tardy or absent the following day are also discouraged.
4. We discourage scheduling dentist/doctor appointments during school hours. We strongly encourage use of the Bassett School-Based Health Centers (SBHC) located in each of our District's school buildings. SBHCs are open 8 AM – 4pm when school is in session. The Elementary SBHC has early clinic every Friday at 7:30 AM. When school is not in session, at least one of the SBHC sites is open to see patients.

5. If students/parents know in advance that they will be on an **authorized or excused absence** for an extended period, they will be held accountable for all assignments missed while absent. It is the responsibility of the parent/caregiver to arrange to pick up assignments from the main office in each building. In some cases, especially in the Junior/Senior High School (JSHS) the school may be able to provide assignments through electronic means.

Parents requesting work for their child must do so **prior to 9:00 AM**. Failure to request work prior to 9:00 AM may likely mean that it will not be ready for same day pick-up.

6. If a student's absence or tardiness is due to illness or is unexcused, he/she will not be allowed to participate in school activities during the day or evening activities (i.e., games, contests, rehearsals, practices, concerts, school assemblies/events, etc.) This is noted, for example, in the daily "ineligible report" at the JSHS.
7. If a child is excused from physical education, with a doctor's note, the child will not participate in active physical recess.
8. If it is necessary for a student to be excused during the school day under a parent/caregiver's guidance, a written statement should be sent to the main office by the parent/caregiver. Parents should arrange to pick up their child in the school office at the appointed time and sign them out.

II. Call-In procedures for Absences or changes in attendance/dismissal

1. Parents are requested to call the School Nurse no later than **9:00 AM each and every day** a student is absent from school. Attendance is taken daily and in each class period. Every student is expected to be on time.

2. If parents/caregivers have not called by 9:00 AM, school personnel will contact the parent/caregiver.
3. Regardless, parents are requested to send a signed and dated note on the day the child returns to school explaining the reason for the absence. Excuses are to be given to the School Nurse.
4. Parents/caregivers are asked to send a written note to the Classroom/First Period teacher with any changes for dismissal, **this includes changes in bus transportation. Failure to do so may result in denial of the request.** A phone call made before 12:00 PM from the parent will suffice, but in all other situations, the Principal reserves the right to make a responsible decision in the best interest of the child.
5. The student will remain on regular dismissal routine if the parent does not write a change note or call in. However, if there is no note, or if the parent/caregiver has not called in, the Principal or Staff Member may speak with the parent over the phone, then grant the student permission to change dismissal routine.

III. Recording Attendance

1. As a rule, attendance is recorded at the beginning of the day and each period/subject of the day by the classroom teacher. Teachers mark students only as present or absent. Office staff make necessary changes in the Student Data Management System for all other data/reasons.
2. Junior-Senior High School students are expected to be in their classrooms by 8:00 AM, and Elementary students 8:05 AM, ready for announcements. Students are to be marked absent by the teacher if they are not in the classroom by those times.

3. A student who is tardy must sign in or be signed in by a parent/caregiver/designee. (Arriving past 8:00 AM in the JSHS; or 8:05 AM in the Elementary School) The student will then be assigned a tardy pass note, and sent to his/her classroom. Tardy students are recorded in the school office.
4. Students may not be released from school to any other than the parent/caregiver or child protective services personnel and law enforcement officers pursuant to law, unless the individual's name seeking release of the student appears on the list provided by the parent/caregiver. The Principal will make final decisions.

IV. Excessive Absences

Excessive absence from school is defined as five (5) or more days absent for any quarter (excused or unexcused) and/or five (5) or more tardies and/or five (5) or more early dismissals. The following considerations apply. The Principal may request a doctor's note or other documentation for a legal absence, tardy or early departure.

1. Once a student has five (5) absences, tardies and/or early departures, whether excused or unexcused, the Principal indicating the total days absent and the total number of tardies recorded will contact parents.
2. At ten (10) days absent and/or ten (10) tardies, and/or early departures, whether excused or unexcused, the Principal will request a conference with parent/caregiver/designee.
3. At twenty (20) days absent and/or twenty (20) tardies, and/or early departures, whether excused or unexcused, after the Instructional Support Team (IST) recommendations have shown to be ineffective, the Principal will make a determination to include the Superintendent

and/or involve the County Department of Social Services (DSS) and report possible educational neglect.

The IST shall implement interventions that best address the attendance problems of a student. These may include, but not be limited to:

- Frequent communication between the teacher and the family
- Changes in the learning environment
- Mentoring
- Student counseling
- Tutoring, including peer tutoring
- Evaluation for alternative education program
- Attendance contracts
- Referral to other agencies for family services
- Other interventions, including, but not limited to seeking Persons In Need of Supervision diversion (PINS diversion – Chapter 57) for the student.

Note: The parents/caregivers are always invited to IST meetings/conferences, which will also include the student's classroom teacher, school nurse, and school psychologist and/or counselor. The IST will work diligently in facilitating the intervention services; however, if a parent refuses to attend the IST meeting, the child/parent may be referred for a PINS diversion.

V. Student Make-up Work

Students who are absent shall be given reasonable time to make-up assignments missed during their absence, at the discretion of the teacher and Principal. When necessary and applicable, assignments may be sent home and teachers may be available to render necessary assistance.

VI. Incentives for Perfect Attendance

There is no perfect attendance recognition presented to students at Cooperstown Central School. Attendance is expected of all students. Completion of an entire instructional day is expected of all students.

VII. Student Dismissal

1. Changes in dismissal plan must be in writing before 12:00 Noon. Please do not call or email after 12:00 noon unless emergency.
2. Should it be necessary to leave early, the parent/caregiver/designee will sign the student out from their respective building.

Parents/Caregivers/designees will not be permitted to go directly to the classroom without the expressed permission of the school Principal. The student will be summoned from his/her classroom for dismissal.

VIII. Special Circumstances

Chronic tardiness for any reason will be investigated and evaluated by the Principal.

For further clarification see the *COOPERSTOWN Central School Comprehensive Attendance Policy #7110*

Ref: Education Law §§1709; 3024; 3025; 3202; 3205-3213;
3225

8 NYCRR §§104. 1; 175.6