

**SUBJECT: Attendance Requirements for High School Students**

The Bellport High School attendance policy requirement states, in part that in order to be granted academic credit for a course, a student must earn a passing grade in that course and attend each class a minimum of 85% of the time the class is in session.

**Bellport High School Proposed Attendance Policy For 2007-2008**

- The high school attendance requirements policy states, in part, to be granted academic credit for any course, a student must earn a passing grade in the course and not be absent more than **20 class sessions of a full-year course**, more than **10 class sessions of a ½ credit course** or more than **5 class sessions of a ¼ credit course**.
- In each course, when a student exceeds the maximum number of absences a notation of WF (Withdrawn/Failing) for all subsequent reporting periods and exams will be entered on the report card. Students who have failed to meet the attendance requirements may be denied academic credit, but will be responsible to continue to audit the course. The purpose of auditing a course is so that a student receives seat time qualifying that student for summer school if applicable. Where summer school is not available or the student chooses not to attend summer school the student will be required to retake the course the following year if that course is required for graduation. If a student is auditing a course and becomes a discipline problem, that student will be removed from the course and will become ineligible for that course in summer school.
- Students who accumulate 21 consecutive daily absences from school *and who are not subject to NYS Compulsory Attendance Rules* may be dropped from enrollment.
- Students with inconsistent attendance in school may be dropped from enrollment.

**Applicability**

- This policy shall apply to all students who attend Bellport High School.
- This policy shall apply to each course independently of other courses.
- This policy shall apply to students with a handicapping condition unless otherwise noted in their special education Individualized Educational Plan. The definition of a student with a handicapping condition is contained in the Commissioner of Education's Regulations Part 200.
- *Students considered to be "medically fragile" or who have long term illnesses will be evaluated on an individual basis.*

- Students attending classes at other facilities, such as a BOCES center, shall also be subject to the attendance policy of Bellport High School unless the attendance policy of the other educational facility is more stringent than the policy of Bellport High School.
- New students to Bellport High School shall have all the allowable number of absences prorated to reflect that portion of their courses which remain after they have entered the high school.

### **Absences**

- All absences from class shall be covered by this policy. No distinction will be made between absences which are legal (excused or unexcused) or illegal as defined by the New York State Education Department. All absences will be counted toward the overall number of absences allowed for each class; as per New York State Commissioner of Educational Guidelines.
- Students shall not be considered absent when they are authorized by school officials to be somewhere other than in their regularly scheduled class. For example, if school personnel expect students to report somewhere other than their regularly scheduled class for such activities as meetings, music lessons, conferences with school personnel, field trips, out-of-district athletic trips, testing and in-school/out-of-school suspension, the students shall not be considered absent.
- As part of post-high school planning and when the regulations of the high school administration and guidance departments are followed, juniors shall not be considered absent for up to three days in the spring semester when these days are used for college visits. Seniors shall not be considered absent for up to three days during senior year when these days are used for college visits or military interviews.
- Students who for any reason are removed from the regular attendance register and are placed on tutoring shall not be considered absent from their regular classes during that time. Except as otherwise provided in Section 3214 of NYS Education Law, the parent or guardian of a student who suffers from extended medical or psychological illness must notify the Administration in writing of the nature of the illness and the expected duration to enable their children to be eligible for placement on tutoring. Such notification must be accompanied by a physician's or psychologist's statement. The Administration shall review each situation on a case-by-case basis to determine whether placement of the student on tutoring is appropriate based upon the information furnished by the parents.
- Students, parents and teachers shall be notified annually, in writing, of the attendance policy and administrative regulations.

### **Lateness to School**

- A student who has been late to school four times will be assigned after-school detention by the administration.

- Any student assigned detention for lateness to school who does not attend that detention may be assigned an out-of-school suspension.
- A student in grade 12 who has received the privilege of driving to and from school will lose his/her parking permit for 25 consecutive school days if they do not attend the after-school detention assigned by administration. (That student can reapply for their parking permit at the end of the 25 day revocation period.)
- All students who arrive late to school must sign in at the attendance office. The attendance officer will give the tardy student a late arrival pass which the student must carry with them as they proceed to their appropriate class. This pass will permit the student to enter his/her class. Late students have five minutes from the time they sign in to the time that they arrive to class. Any student caught loitering in the hallway after signing in late will receive disciplinary action by the administration.
- Students are required to be on time to class. Those students who are in attendance but arrive late to class will be allowed to enter the classroom. As a result of the student's lateness to class the teacher will:
  - A. mark that student late when attendance is taken
  - B. assign that student a teacher's a.m. or p.m. detention
  - C. students who arrive more than 20 minutes late to class will be considered absent for the entire period
  - D. four latenesses will be considered a cut
- Students who arrive late to school who attend the a.m. BOCES program will be required to be picked up by a parent/guardian and driven to BOCES or returned to Bellport High School when their classes begin.

### Cuts

- Any student who cuts an entire class period (Cut=Missing an entire class period without permission on a day they are legally in attendance at school) will:
  - A. be referred to the administration by the teacher whose class was cut
  - B. the teacher will use the cut referral form
  - C. the student will be disciplined by administration.

### Notification

- The following refers to the notification process as it relates to the number of absences in a single course with regard to the attendance policy. A student may be notified several different times if excessive absences exist in more than one course.
  - A. As soon as possible after the 4<sup>th</sup>, 7<sup>th</sup>, 10<sup>th</sup>, 14<sup>th</sup>, 18<sup>th</sup>, and 20<sup>th</sup> absence from a **full year course**, the high school administration shall send written notification to the student's parent(s)/guardian(s) and the student's guidance counselor.

- B. As soon as possible after the 4<sup>th</sup>, 7<sup>th</sup>, and 10<sup>th</sup> absence from a ½ **credit course**, the high school administration shall send written notification to the student's parent(s)/guardian(s) and the student's guidance counselor.
- C. All written notification should include a request for the parent to respond to the notification and the phone number for contacting the guidance counselor to arrange a meeting with the teacher and counselor.
- D. Written notification to the parent(s)/guardian(s) must be sent by certified mail after the 20<sup>th</sup> absence for a 1 credit course and after the 10<sup>th</sup> absence for a ½ credit course.

### **Appeal Process**

- For catastrophic or extenuating circumstances only, a parent/guardian has the right to file an appeal for review by the *high school* appeals committee. The appeals committee will consist of one administrator, the student's guidance counselor and one teacher. The written appeal, including any supporting documentation, must be received by the building principal within ten (10) days of the receipt of the loss of credit letter. The committee will then rule on whether the student will continue as a regular student in the course or be placed on audit with a grade designation of WF (Withdrawn/Failing). Any further absences during the appeals process may result in the dismissal of the appeal.