

Lindenhurst High School

Attendance Policy

7/28/11

OBJECTIVE

Every student has a right to educational opportunities that will enable the student to develop his or her fullest potential. Research repeatedly demonstrates that there is a strong correlation between good attendance and success in school. The regular contact of students with one another in the classroom and their participation in well-planned instructional activities are vital to this purpose. Time lost from class for any reason represents a significant loss of educational opportunity for all students. Therefore, the primary objective of the Lindenhurst High School Attendance Policy is to establish minimum attendance requirements for the granting of academic credit for courses taken by students in grades nine through twelve.

ATTENDANCE REQUIREMENTS

Applicability

1. This policy will apply to students in grades 9 – 12.
2. This policy will apply to each course individually.
3. This policy will apply to students with special needs unless, pursuant to state and federal law, a student's failure to adhere to the policy requirements shall be determined to be a manifestation of the student's disability.
4. Students attending classes at other facilities including, but not limited to, a BOCES center will be subject to the attendance policies at those facilities; however, this policy shall apply to the portion of the students' program for which they are enrolled at Lindenhurst High School.

Attendance Requirements

- Full-year course: A student may be absent no more than 20 periods. A student will be denied course credit on the 21st absence.
- Physical education, A/B day and half-year credit courses: A student may be absent no more than 10 periods. A student will be denied course credit on the 11th absence.
- Lateness: Tardiness to class of more than 15 minutes will be considered an absence.
- Double-period classes: Absence from both classes of a double period course (science labs, math extended, etc.) will count as one (1) absence.

GUIDELINES

Legal Absences

- The following absences **WILL** count toward the 20 absence maximum for a full-year course or the 10 absence maximum for a half-year course (see Attendance Requirements above):
 1. Sickness
 2. Death in family
 3. Religious observance
 4. Court appearance
 5. Medical appointment
 6. College interviews or visits
 7. Student initiated school personnel meeting
 8. Impassable roads due to inclement weather when school is in session.
- The following absences **WILL NOT** count toward the 20 absence maximum for a full-year course or the 10 absence maximum for a half-year course (see Attendance Requirements above):
 1. Out-of-school suspension
 2. Home instruction
 3. School mandated testing, including but not limited to, Advanced Placement testing (test period only), and Psycho-educational testing
 4. School sanctioned meetings or events (eg: field trips or pre-scheduled music sessions).

Illegal Absences

- Illegal absences include, but are not limited to, the following: Cutting, truancy, family vacations, etc.

Truancy is the deliberate action by a student to miss a full or partial day of school without the approval of a parent/guardian. A parent/guardian who is aware of and allowing such absences, is violating state law.

- **Students are required to make up all missed work. However, making up such work will not erase the absence.** It is a student's responsibility to initiate the make-up assignment.
- **Coding:** The following computer codes will be used in conjunction with this attendance policy:

AE – Absent Excused
AUNN – Absent Unexcused (Needs Note)
LE – Late Excused
LU - Late Unexcused
ND – Nurses Dismissal

OSS – Out of School Suspension
FT – Field Trip
FTSS – In-School Field Trip
HT – Home Teaching

ATTENDANCE PROCEDURES

Students are required to submit absence notes from their parents/guardians when they have stayed home from school.

Step 1&2

When a student has reached the sixth and twelfth absence in a full-year course, or the fourth and sixth absence in a half-year or alternating day course, the teacher will complete the Attendance Policy Referral Form.

- Teacher will make parental contact (via email or telephone) on the sixth absence in a full-year course, or the fourth absence in a half-year or alternating day course in addition to the form being sent home.
- Teachers will be provided with a form for submission to the grade-level administrator, the student's guidance counselor, the student's parent/guardian. The third notification will be sent out by certified mail.
- The ultimate responsibility for the review of attendance records and for the initiation of intervention strategies rests with the principal.
- Continuous monitoring of student attendance will be conducted to identify students who are cutting class. A well-defined cutting policy will be utilized for this purpose.
- On notification of the 12th absence for a full-year course and the 6th absence for a half-year course, the student should be referred to the IST (Instructional Support Team) will arrange a conference to include the student, and the parent/guardian, to advise that course credit is in jeopardy. At this meeting, the attendance policy will be reviewed.

Step 3

When a student exceeds the twenty absence maximum for a full-year course or ten absence maximum in a half-year course, the teacher will provide written notification of denial of course credit to the *Instructional Support Team (IST)*, guidance counselor, Principal, and department head and parent/guardian via certified mail.

- After the 10/20 absence maximum, course credit will be denied.
- Students denied credit for a course must continue to attend the course. Students may not exceed thirty (30) absences in a full-year course and fifteen (15) absences in a half-year course to be eligible to enroll in summer school.

Absences will be reported in the comments section on both the progress reports and report cards, as well as, parental contact on step 1. This will provide the opportunity for up to seven (7) official notifications of student absences.

One of the functions of the IST (Instructional Support Team) is to provide guidance and services to students with school attendance issues.

Members of the IST (Instructional Support Team) will minimally include the following:

- Guidance Coordinator
- Grade level administrator
- A guidance counselor, social worker, school psychologist or teacher

The IST (Instructional Support Team) will seek to accomplish the following for students who accrue 12 absences in a full-year course or 6 absences in a half-year course:

- Arrange a meeting with the parent/guardian and student
- Collaborate with the student and parent/guardian to ascertain the reason(s) for poor attendance
- Design an intervention plan with the student and the parent/guardian in order to improve the student's attendance
- Recommend additional services if necessary (ie. social work, psychological testing)
- Have the student and parent/guardian sign an *Attendance Contract* which outlines the consequences of losing course credit

DUE PROCESS RIGHTS REGARDING CREDIT DENIAL

- The appeal must be initiated by the parent/guardian and student and submitted in writing to the Principal or his designee no later than five school days after the student and parent/guardian have been notified of the denial of credit.
- The hearing will be scheduled within five school days of the receipt of the written appeal. The student and parent/guardian must attend this meeting.
- Only **extenuating circumstances** regarding excessive **legal** absences will be considered.
- If so desired, the student may have additional representation at the appeals hearing.

NOTIFICATION PROCEDURES

Successful implementation of the Attendance Policy requires cooperation among all members of the Lindenhurst community. Parties to receive notification will include parents, guardians, students, teachers, and the community. The following plan has been devised for implementation to insure thorough notification for all concerned parties. Below, please review the procedure that will be in effect throughout the school year during which the policy is implemented and during subsequent school years.

Parents/Guardians:

- The incoming 9th grade course selection packet.
- General mailing to all parents/guardians.
- Orientation in August for 8th grade parents/guardians and students
- Course Selection Guide
- Annual High School PTSA meeting
- New entrant registration
- Incremental attendance notifications

Teachers:

- Handook
- Faculty Meeting presentation

Students:

- Student Handbook
- Orientation assembly for each grade level (with an emphasis on incentives to encourage attendance, i.e. increase in participation grade)
- Announcements
- Course Selection Guide
- Handout for new entrant registration (letter and policy)

Community:

- Lindenhurst District Website – letter from Principal and policy.

ANNUAL REVIEW

The Board of Education shall annually review building-level student attendance records, and if such records show a decline in student attendance, the Board may revise this comprehensive attendance policy and make any revision to the plan it deems necessary to improve student attendance.

LINDENHURST HIGH SCHOOL ATTENDANCE POLICY REFERRAL

Student # _____ Grade _____ Today's Date _____
Student Name _____ Course _____
Teacher _____ Period _____

Dear Parent/Guardian:

Your child has been habitually absent from the course listed above. A copy of this notice has been given to the *Instructional Support Team (IST)*, teacher, administration, and guidance counselor. Please discuss the with your child the correlation between good attendance and academic success.

Step 1: Date of 6 absences for full-year course _____
Date of 4 absences for half-year course _____

Date of teacher's contact with parent/guardian _____

Your child has been habitually absent from the course listed above. Since this is your second notice, you will be receiving a request from the *Instructional Support Team (IST)* to meet regarding these absences. (*Should your child reach the third step, denial of credit in this course will be issued.*)

Step 2: Date of 12 absences for full year course _____
Date of 6 absences for half-year course _____

Your child is denied credit for this course. You and your child have the right to appeal this denial. To appeal, you must contact the *Principal in writing within five (5) school days*. Your child must continue to attend this class. Continued absence from this course will result in the denial of summer school registration.

Step 3: Date of 21 absences for full-year course _____
Date of 11 absences for half-year course _____

Sincerely,

Daniel Giordano
Principal

Lindenhurst High School

SCHOOL ATTENDANCE CONTRACT

Student: _____

Date: _____

Parent/ Guardian: _____

IST Members in Attendance: _____

REASON(S) FOR ATTENDANCE DIFFICULTIES:

AGREEMENT:

Student agrees to the following to address the above attendance concerns:

Parent agrees to the following to address the above attendance concerns:

- I understand that acceptable attendance is defined as reporting punctually to each class every day.
- I agree that when I am absent from school, I will be considered **truant** unless a signed note from my parent/guardian is submitted to the Attendance Office.
- I understand that my attendance directly affects my grade.
- I understand that missing more than 20 class periods of a full-year course, or more than 10 class periods of a half-year course, will lead to denial of credit.
- I understand that establishing a positive attendance record will prepare me for the future.

By signing below, I acknowledge that I am familiar with the Attendance Policy and the consequences that may ensue if I continue to miss instruction. I further agree that I will adhere to the expectations detailed above to improve attendance.

Signature of Student: _____

Date: _____

Signature of Parent: _____

Date: _____



LINDENHURST PUBLIC SCHOOLS

LindenHurst High School - 300 Charles Street - LindenHurst, NY 11757

Tel: 631-867-3700 Fax: 631-867-3708

Daniel E. Giordano
Principal
Frank Picozzi
Associate Principal

James Campbell
Linda Flannelly
Derek Schuelein
Assistant Principals

Charles Cobb
Donna Deptuch
Administrative Assistants

Dear Parent/Guardian of _____:

Your child's habitual absence in one or more classes may hinder his or her academic success and potentially **impact on-time graduation**.

A **mandatory meeting** is scheduled for you and your child with the IST (Instructional Support Team) on _____ Date _____ at _____ TIME _____ in the Assistant Principals' Office at the high school. We will be discussing the effect your child's absences have on the subject(s) involved and will offer strategies to improve his or her attendance. If you are unable to attend, please call _____ to reschedule.

THIS IS A MANDATORY MEETING. FAILURE TO RESPOND TO THIS NOTICE MAY REQUIRE THAT CHILD PROTECTIVE SERVICES (CPS) BE CONTACTED TO ENSURE THAT YOUR CHILD IS PROPERLY SUPERVISED WITH REGARD TO COMPULSORY SCHOOL ATTENDANCE.

The Attendance Review Board looks forward to collaborating with you to keep your child on the path to a successful high school career.

Educationally yours,

Daniel E. Giordano
Principal