

John A. Coleman Catholic High School
Comprehensive Attendance Policy - Approved 8/17/09

The Board of Directors recognizes that regular school attendance is a vital component of academic success. Through implementation of this policy, the Board expects to reduce the level of unexcused absences, tardiness, and early departures, encourage full attendance by all students, maintain a comprehensive attendance record keeping system, identify patterns of student absences and develop effective intervention strategies to improve school attendance.

This policy's success is contingent on the fact that all members of the school community are aware of 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 copy of this Policy at the start of the school year. Parents ***and students*** will be asked to sign and return a statement indicating that they have read and understand the policy.
- When a student is absent, tardy, or leaves early from class or school without excuse, the Administration will notify the student's parents by mail, remind them of the Attendance Policy, and enact any disciplinary and intervention strategies as needed.
- School newsletters and publications will include periodic reminders of the components of this policy.
- The school will provide a copy of the Comprehensive Attendance Policy and any amendments 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.
- Copies of this policy will be made available to any Coleman parent upon request.

EXCUSED AND UNEXCUSED ABSENCES

It is the responsibility of the parent or guardian to establish the legitimate nature of a student's absence to the satisfaction of the school principal or person designated by the principal to oversee school attendance. A parent or guardian is required to account for all of his or her child's absences. Each parent or guardian whose child is absent from school must notify the school by calling the main office at 845 338-2750 before 9:00 a.m. on the day the child is absent and must provide a note explaining the reason for the child's absence upon the child's return to school. (A sample note is attached to this policy.)

Reasons for excused absences, tardiness and early departures from class or school include:

- Personal Illness
- Health Practitioner's Appointment
- ***New York State Education Department*** Recognized Religious Holiday
- Court Appearance
- Impassable Roads
- Home School Closed
- Quarantine

- Critical Illness
- Death in Family
- College Visitations
- School Sponsored or Approved Activity

All other absences and lateness's are considered unexcused. Teachers are not required to provide make up work or tests for a student for a day when the student has an unexcused absence or misses class due to an unexcused lateness to school. Cutting a class is considered an unexcused class absence.

ATTENDANCE PROCEDURE/DATA COLLECTION

- Attendance will be recorded each day during homeroom.
- Attendance will be taken during each class period.
- If a student who has parental permission leaves school grounds during the regular school day, the attendance will be recorded using a sign-out sign-in procedure.
- The nature of an absence shall be coded on the student's record.
- Students' attendance data will be available to be reviewed by designated school personnel.
- Attendance data will be analyzed regularly to identify patterns in student absences.
- Continuous monitoring will be conducted to identify students who are absent, tardy or leave class or school early.
- A student will be credited with a full day's attendance if the student arrives by homeroom. Students wishing to participate in extra and co-curricular activities must be in attendance by 10:00 a.m. **and remains in attendance for the remainder of the day.** (Administrative review is available for special circumstances).

CODING SYSTEM

Reason	Daily Attendance Code	Tardy Code	Early Departure Code
Personal Illness	PI	PIT	PIE
Health Practitioner's Appointment	HP	HPT	HPE
Recognized Religious Holiday	RH	RHT	RHE
Court Appearance	CA	CAT	CAE
Impassable Roads	IR	IRT	IRE
Home School Closed	HS	HST	HSE
Quarantine	Q		
Critical Illness	CI	CIT	CIE
Death in Family	DF	DFT	DFE
College Visitations	CV	CVT	CVE
School Sponsored or Approved Activity	SS	SST	SSE
Unexcused	UND	UNT	UNE

DISCIPLINARY CONSEQUENCES

Unexcused absences will result in disciplinary action consistent with the School's Student Code of Conduct. Those penalties may include detention or in-school suspension. Students may also be denied the privilege of participating in extra-curricular activities. In addition, students, parents and guidance counselors will be contacted regarding unexcused absences. Students who are absent¹ from school or classes 10 days or more a semester or 20 days or more for the year may be denied course credit.

ATTENDANCE INTERVENTION SERVICES

Student daily attendance will be closely monitored. The activation of a *proactive attendance intervention system* will be triggered by specific attendance benchmarks. These benchmarks and specific intervention services are listed below.

- Five (5) daily absences - letter home
- Ten (10) daily absences – letter home, parent conference
- Fifteen (15) daily absences – letter home, parent conference, student placed on attendance probation and a plan for success developed
- Eighteen (18) daily absences – letter home, parent conference, final parent conference
- Twenty (20) daily absences (ten for ½ credit course) – course credit denial review

ANNUAL REVIEW

The Principal shall annually review student attendance records and, if such records show a decline in student attendance, the Principal shall recommend to the Board revisions to this plan the Principal deems necessary to improve student attendance.

¹ Excused for which work was not made up plus unexcused

JOHN A. COLEMAN STUDENT ATTENDANCE POLICY

I have read the John A. Coleman Catholic High School Attendance Policy and agree to abide by its terms. Please sign this form and return it to the student's homeroom teacher.

STUDENT NAME (PLEASE PRINT) _____

STUDENT SIGNATURE _____

GRADE _____

PARENT NAME (PLEASE PRINT) _____

PARENT SIGNATURE _____

DATE _____

John A. Coleman Catholic High School

Excuse for Absence/Lateness/Early Dismissal Form

Student Name _____

Date(s) of absence from _____ to _____

Or

Date of lateness/early dismissal _____

Reason for absence or lateness (check one)

Personal Illness

Health Practitioner's Appointment

Recognized Religious Holiday

Court Appearance

Impassable Roads

Home School Closed

Quarantine

Critical Illness or Death in Family

College Visitations

School Sponsored or Approved Activity

Parent/Guardian Signature _____