

Student Attendance Requirements for Bellport High School

2018-2019

Bellport High School Attendance Policy:

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures will affect a student's grade, including credit for classroom participation, for the marking period. Students who accumulate 21 consecutive daily absences from school and who are not subject to NYS Compulsory Attendance Rules may be dropped from enrollment in accordance with the procedures outlined in section 3202(1-a) of the NYS Education Law.

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 "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, whether excused or unexcused as defined by the New York State Education Department and the District's Comprehensive Student Attendance Policy (Board Policy No. 7110).
- Students shall not be considered absent for the purpose of determining the students' eligibility for course credit 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 the purpose of determining the students' eligibility for course credit for up to three days in the spring semester when these days are used for college visits. Seniors shall not be considered absent for the purpose of determining the students' eligibility for course credit 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. School 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.
- All absences related to illness are considered unexcused until a doctor's note is provided to the Attendance Office.

Lateness to School:

- A student who has been late to school 4 times will be referred to administration and disciplined as outlined in the Code of Conduct.
- A student in grade 12 who has received the privilege of driving to and from school may lose his/her parking permit for 25 consecutive school days for violations of the Code of Conduct as determined 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. The student will receive 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. 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. have the option to assign the student a teacher detention
 - C. be considered absent for the entire period if they arrive more than 20 minutes late to class
 - D. be marked as a cut after four lateness'
- 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:

- A cut is defined as the following: Missing an entire class period without permission on a day a student is legally in attendance at school.
- Once the teacher has verified the cut and contacted the parent, the following disciplinary action will follow:
 - A. the student will be referred to the administration by the teacher whose class was cut
 - B. the teacher will submit the school referral form electronically
 - C. the student will be disciplined by administration according to the Code of Conduct

Notification and Intervention:

- The following refers to the notification and intervention process as it relates to the number of absences in a single course with regard to the attendance policy. A student will be notified several different times if excessive absences exist in multiple courses.
 - A. After the 4th, 8th, 12th, 16th and 20th (and beyond) absence administration will notify, by formal written correspondence, the student's parent(s)/guardian(s) of the student's absence.
 - B. All written notification will include the specific course(s), number of absences and exact dates. The District's Comprehensive Attendance Policy will be mailed to parent(s)/guardian(s) to promote awareness of and help ensure compliance with the policy.
 - C. A designated staff member will review the District's Comprehensive Student Attendance policy with students who have excessive and/or unexcused absences, tardiness, or early departures. Appropriate student support services/personnel within the District, as well as possible collaboration or referral to community support services and agencies, will be implemented prior to the denial of course credit for insufficient attendance.
 - D. If deemed necessary by appropriate school officials or if requested by the parent(s)/guardian(s), a school conference will be scheduled between the parent(s)/guardian(s) and appropriate staff members in order to address the student's attendance. The student may also be requested to attend this conference in order to address appropriate intervention strategies that best meet the needs of the student.
 - E. Students who accumulate 21 consecutive daily absences from school and who are not subject to NYS Compulsory Attendance Rules may be dropped from enrollment in accordance with the procedures outlined in section 3202(1-a) of the NYS Education Law.

Appeal Process:

- A parent/guardian has the right to file an appeal for review of their child's attendance record 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 to be eligible for credit in the course. Any further absences during the appeals process may result in the dismissal of the appeal.