

HANCOCK CENTRAL SCHOOL

ATTENDANCE POLICY

Hancock Central School expects students to attend school each day and report to class on time. Regular school attendance is crucial to academic success. Since all one-credit classes meet for 180 consecutive school days, one class absence results in a significant amount of missed work. When students return to school after an absence it is imperative that they arrange to make up work immediately. Otherwise, they run the risk of quickly falling behind in a class. As general rules, students must make up work within the same number of days that they were absent, and students with unexcused absences should not expect the opportunity to make up work due to unauthorized absences.

The Hancock Central School Attendance Policy allows students 5 days/periods of absences each marking period for minor illness, doctor/dental appointments, and/or personal family reasons. If a student exceeds the allowable absences, failure for the reporting period will result in the class wherein the absences occur, unless an attendance waiver request is approved, the student makes up an absence through the Absence Assistance Program or the student/parent requests consideration for a Recovery Contract. Three tardies (5 minutes or fewer) equal one absence in all cases, and a tardy of more than 5 minutes will be counted as a class absence.

Absences that occur as a result of participation in school activities are recorded as excused absences and will be reflected on the student's report card. Students will be provided the opportunity to make up academic work for legal absences. Examples include field trips, athletic or extracurricular activities, testing, administrative action including suspension, and/or appointments with administrators, counselors, and other school personnel. Absences from school for religious holidays are automatically exempt when the parent notifies the school by note or phone call. Missed academic work absences resulting from participating in school activities when the maximum allowance absence limit has been exceeded may be made up. The building principal is responsible for determining whether or not a make up opportunity is warranted.

Students who have chronic or prolonged illness, repetitive doctor appointments, or who are hospitalized are eligible for a waiver of excessive absences. A waiver request should be accompanied by documentation from the student's doctor and all work must be made up. In addition, students who exceed the allowable absences in a reporting period may be eligible to make up absences through the Absence Assistance Program (AAP), which is held on Wednesdays from 2:30 – 3:25 p.m. No more than four absences per course may be waived through AAP per grading period.

Any student and/or parents may request a Recovery Contract. If approved, the Recovery Contract will be in force for the current grading period and the following grading period. A Recovery Contract provides a student with the opportunity to improve

his/her attendance and be eligible to have the academic grade in the course reinstated on their records if the conditions of the contract are satisfied.

APPEAL PROCESS

Any student or parent may appeal the principal's decision to the District Superintendent. Further appeal of the Superintendent's decision to the Board of Education is possible. Any appeal should be submitted within ten days of the earlier decision.

ATTENDANCE POLICY BY COURSE TYPE

ONE CREDIT COURSES THAT MEET EACH DAY FOR ONE YEAR:

Students may be absent a maximum of 5 days/periods each marking period. A sixth class absence in a marking period will result in a failing grade. Ten (10) or more absences automatically result in a maximum grade of 64% since AAP provides for a maximum of four days waived per marking period.

COURSES THAT MEET FOR EITHER FALL OR SPRING TERMS:

Students may be absent a maximum of 5 days/periods each marking period. A sixth class absence in a marking period will result in a failing grade. Ten (10) or more absences automatically result in a maximum grade of 64% since AAP provides for a maximum of four days waived in a course for the marking period.

The Health Office, room 113, handles check-ins and checkouts for grades 5 through 12. Parent/guardian permission is required for all checkouts. Parents should call the Health Office at 607-637-1310 when their children are absent.

NOTIFICATION

Parents or legal guardians are to be notified by the District when an accumulation of three (3) absences puts a student in jeopardy of failing or losing credit for a course. The initial notification to indicate jeopardy will be by phone. The District will send a letter when the student has accumulated five (5) absences in one quarter. This second letter will recommend Absence Assistance attendance.

WHAT TO DO IF....

YOU ARE SICK:

Have your parent or guardian call the Health Office as soon as you know you will not be attending school.

YOU NEED TO CHECK OUT OF SCHOOL EARLY:

Bring a note from your parent or guardian stating the time to be dismissed, reason for dismissal, and a phone number at which he/she can be reached for verification. Your parent may call if he/she needs to have you released on an emergency basis prior to the end of school for that day. The

principal will administer final approval. Attendance personnel will call to verify the dismissal with the main office.

YOU NEED TO PREARRANGE AN ABSENCE

Bring a note from your parent or guardian a minimum of two (2) school days prior to the first day of absence. The note must include the days to be missed, reason for absence, and a phone number for verification. Attendance personnel will verify all absences by phone. Prearranged absences are not automatically waived, but they do alert teachers in advance and teachers may be able to provide assignments in order to keep students current in their course work.

YOU NEED TO APPLY FOR THE ABSENCE ASSISTANCE PROGRAM:

Request an attendance printout from the Attendance Office and verify that you are eligible for the Absence Assistance Program (AAP). Pick up an AAP form in the Health Office. Have your parent complete and sign the form and return it to the Health Office. You will be notified of the date(s) of your assigned AAP. AAP will be held every Wednesday school is in session.

YOU NEED TO REQUEST A WAIVER

Pick up an "Absence Assistance Program (AAP) Application Form" in the Health Office. Have your parent complete and sign the form and return it to the Health Office. These requests are important whenever a student exceeds the "allowable" absences in a course. Requests are reviewed as to their merit.

NO EXISTING ABSENCES WILL BE WAIVED AFTER THE AAP SCHEDULED MAKE-UP SESSIONS.

The Absence Assistance Program is scheduled each Wednesday during the school year. The program is held from 2:35 p.m. until 3:25 p.m.

CODING SYSTEM

The following coding system shall be used to indicate the nature and reason for a pupil's missing all or part of scheduled instruction:

E = excused absence
U = unexcused absence
T = tardy unexcused
TE = tardy excused
P = other excused absence
V = college visit
OSS = out-of-school suspension

DISCIPLINARY PROCEDURES

The pupil may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detentions, in-school suspensions and loss of extra-curricular privileges, as described in the Code of Conduct.

INCENTIVES

District teachers shall work with the building principal and attendance officer to create and implement classroom-based incentive programs for excellent attendance.

INTERVENTION STRATEGY DEVELOPMENT

The principal, attendance officer and counselor shall quarterly review student attendance records, address identified patterns of unexcused pupil absence, tardiness and early departure, and review current intervention methods. Where the principal determines that existing intervention policies or practices are insufficient, the principal shall notify the Superintendent prior to its annual review of the programs attendance records, of both insufficient practices and any proposed changes needing Board approval to implement.

COUNSELING

The District shall provide consistent counseling to students with chronic attendance problems.

ATTENDANCE OFFICER

The Board shall designate a person as the Attendance Officer. The Attendance Officer is responsible for reviewing pupil attendance records and initiating appropriate action to address excused and unexcused pupil absence, tardiness, and early departure consistent with the Hancock Central School Comprehensive Attendance Policy including parent and district notification.

REVISED 5/30/02

ADOPTED 7/8/02