



Memorandum

To: PCSD Teachers and Administrators

From: Poughkeepsie Board of Education

Date: January 9, 2018

Re: Attendance Policy 5100- Second Memorandum

This email/memorandum is a follow up to the January 3, 2018 memorandum regarding Attendance Policy 5100. It addresses two frequently raised questions: (1) Does Policy 5100 apply to elementary students; and (2) How is attendance to be taken in light of block scheduling?

Q: Does Policy 5100 apply to elementary and middle school students?

A: Partly. The provisions of Policy 5100 relating to students receiving no credit only apply to credit bearing courses. This only includes High School courses and credit bearing courses taken in 8th grade.

However, attendance is of critical importance at all grade levels, and other parts of Policy 5100 do apply to all students. Specific attention is directed at Section VII of Policy 5100. If students are frequently absent it is the responsibility of teachers and administrators to implement interventions. Section VII of Policy 5100 is copied below:

VII. Incremental Interventions

The district will maintain a system of specific incremental intervention strategies to identify and alleviate attendance problems in their early stages. Intervention should be followed in conjunction with the District's Code of Conduct. However, below is an example:

1. Prior to sending a cut slip to the office, the teacher will speak with the student to verify the reason for absence.
2. Teacher will meet with student to review the attendance policy.

3. The Guidance Counselor will meet with the student to review the attendance policy.
4. Designee will notify the parent or guardian of the student's absence by telephone.
5. Designee will notify the parent or guardian of the student's absence by mail.
6. Detention will be assigned.
7. School's official will conference with the student.
8. Extra-curricular suspension.
9. Athletic suspension.
10. Suspension.
11. Principals will conference with the parents or guardians of student.

Any discipline imposed as a result of unexcused absences shall be consistent with the District-wide Code of Conduct.

Additionally all teachers and administrators are directed to Section II(b)(4) of Policy 5100, which states:

If a student misses successive class periods or school days without an excuse a designated staff person will notify the parent/guardian regarding the absences and document the contact.

Policy 5100 is a comprehensive attendance policy that imposes duties and obligations on not only students, but also on teachers and administrators to help ensure students attend school. It should not be viewed as merely a means to punish frequently absent students. Instead Policy 5100 seeks both to incentivize attendance and to put into place procedures to correct for attendance issues before they rise to such a level as to compromise a student's education.

Q: How is attendance to be taken in light of block scheduling?

A: Policy 5100 states: "each student must attend 85% of all classes per course." Thus, students may not miss more than 28 periods of instruction in a full year, one credit course or miss 14 periods of instruction in a half credit course. Block scheduling changes this only insofar as each block consists of two periods of instruction.

Therefore, a student MAY NOT have more than:

- 1) 14 absences from a one credit course that meets for two periods every other day for the full year;
- 2) 14 absences from a one credit course that meets for two periods every day for half a year;
- 3) 7 absences from a half credit course that meets for two periods every other day for half a year; or
- 4) 7 absences from a half credit course that meets for two periods every day for one quarter.

Any student that exceeds these rates of absence should receive no credit for the class if the student does not make up assigned class work, pursuant to Section III(c) of Policy 5100, as detailed in the previous memorandum.