



# Franklin Middle School

## FRANKLIN MIDDLE SCHOOL ATTENDANCE POLICY

Every student has a right to educational opportunities that will enable them to develop to their 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 Franklin Middle School Attendance Policy, in compliance with the Kenmore Town of Tonawanda UFSD Attendance Policy establishes minimum attendance requirements to ensure the success of all students in grades six through eight. Successful implementation of this Attendance Policy requires cooperation among all members of the educational community, including parents, students, teachers, administrators, support staff, and the Franklin Middle School Attendance Policy Board.

## ATTENDANCE REQUIREMENTS

The Franklin Middle School Attendance Policy Board's requirement is consistent with the Kenmore Town of Tonawanda UFSD Board of Education's Attendance Policy. All students must attend school a minimum of 85% of the time. This shall apply to all students in grades 6-8, unless otherwise stated on a classified student's individual educational plan or 504 plan. Eighth grade students taking courses for high school credit must maintain the minimum attendance requirements for students in grades 9-12. The High School definition of absences applies to all Middle School students.

### Applicability:

1. This policy will apply to students in grades 6-8.
2. This policy will apply to each marking period and the entire school year simultaneously.
3. This policy will apply to students with a handicapping condition 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 handicapping condition.

### Absences:

Absences will occur for a whole day, or a substantial part of a day. A written excuse explaining the reason for absence should be submitted to the ATTENDANCE OFFICE within three (3) days of the day on which a student returns to school. If an excuse is not provided, the absence is recorded as unexcused. Students have the right and responsibility to make up all missed work within a reasonable time for all excused and unexcused absences.

### Excessive Absence and Tardiness:

Students whose absences and instances of tardiness, both excused and unexcused, exceed 15% during a given period of time will be considered excessively absent and will be referred for administrative review. Parents will be notified of the impending review and informed of the outcome.

- 15% of a full school year is 27 days.
- 15% of a 10 week marking period is approximately 7 days. A student will be in violation on the 7th absence during any marking period or on the 27<sup>th</sup> absence for the entire school year.

### Late Arrival:

Students that arrive to school after 8:45am must report to the ATTENDANCE OFFICE for a pass.

### Absent Notes:

Students must bring an absence note to the ATTENDANCE OFFICE within three (3) days after the actual absence. The note must be signed by the parent/guardian and should include the student's full name, the date of the absence and the specific reason for the absence.

### Early/Late Release:

Students may not be released during school hours without a signed written request of a parent or guardian. A student will not be released to any person not known to the principal or teacher except upon presentation of a signed written request by the parent or guardian. Where possible, appointments at the doctor, dentist, etc. should be scheduled outside of school hours. If appointments are scheduled during school hours, the following conditions are prescribed:

- Students are required be signed out at the ATTENDANCE OFFICE by a parent or other responsible adult.

## GUIDELINES

A student **will not** be considered absent for the following reasons

1. In-school suspension;
2. Out-of-school suspension;
3. Home instruction;
4. School-mandated testing including Advanced Placement testing (test period only), and psycho-educational testing;
5. Mandated school meetings initiated by school personnel;
6. Mandated curriculum-based performances and/or experiences.

**Excused absences are as follows**

1. Student illness	7. Shadow days
2. Illness or death in the family	8. Assigned suspension in school or supervised out-of-school suspension alternative
3. Documented medical appointment	9. Quarantine
4. Court appearance and/or short-term placement	10. Religious observance
5. In-school music lessons	11. Impassable roads or weather conditions
6. School approved field trips	12. Power outage/other emergency conditions

**Unexcused absences include, but are not limited to, the following**

1. Truancy from school	4. Babysitting-except for emergency situations
2. Truancy from a class or classes during the school day	5. Educational neglect – occurs when a student is absent with knowledge and consent of his parents, stated or implied, for other than excused reasons
3. Truancy from suspension	

**Making up missed work due to an absence:** Teachers will determine what constitutes makeup of any work missed due to an absence, regardless if the absence was excused or unexcused.

1. An after-school make-up class;	8. The completion of alternative projects:
2. A free-period/lunch make-up class;	a. Reports or projects on related topic;
3. A before-school make-up class;	b. Class presentation;
4. The completion of specific reading assignments;	c. Article review;
5. The completion of all class work and exams	d. Internal research;
6. A conference with teacher;	9. Independent study assignments;
7. Peer tutoring	10. Other work as determined by the teacher.

This list is not inclusive of all options available. It is the responsibility of the classroom teacher to select the type of make-up. Required make-up work will be determined on an individual basis. **This requirement does not constitute a precedent for other students.**

**REPORTING AN ABSENCE**

Parents or guardians are to report absences to the ATTENDANCE OFFICE by calling **(874-8404)** on the day before or the day of an absence. If the Attendance office is not notified, parents or guardians will be contacted by 10:30am to explain the absence of their child.

**If a student is absent he or she must:**

Bring an absence note to the ATTENDANCE OFFICE within three **(3)** days after the actual absence. The note must be signed by a parent/guardian and should include the student's full name, the date of the absence and the specific reason for the absence.

**ATTENDANCE INTERVENTION PROCEDURES**

Letters of warning for unexcused and excused absences will be sent **AS NEEDED** according to the following guidelines:

**On Each Absence**

Parents or guardians will be notified by the attendance office no later than 10:30am to verify the absence.

**5-8 Absences**

Teachers/school counselors will contact the parent or guardian to gain insight about the absence of the student.

**1<sup>st</sup> Letter - After 5 to 8 Absences**

During monthly Attendance Review and Intervention Sessions, the Attendance Policy Board will determine which students will require a formal notification sent home, with regard to excessive, unexcused absences.

**2<sup>nd</sup> Letter & Parent Conference - After 11 to 15 Absences**

Parent or guardian will receive a letter stating that their child will be reaching 50% of the allowable absences before intense interventions are sought.

A mandatory meeting with an administrator and school counselor will be scheduled with the parent in order to address chronic unexcused absenteeism and to develop an intervention plan which may include the assistance of the School District Attendance Officer and or referral to TIP – Truancy Intervention Program.

**Final Letter & Parent conference with Consequences – After 23 Absences**

Parent or guardian will receive a letter stating that on the 24th absence a mandatory meeting with an administrator and school counselor will be scheduled in order to address the continued chronic unexcused absenteeism. Consequences include but are not limited to: possible retention due to failing grades, referral to Erie County PINS Diversion Program, CPS - Child Protective Services or recommendation for alternative instructional setting.

Depending on the frequency of a student's absenteeism and tardiness, he or she **MAY** have the following sanctions imposed.

1. Loss of the right to play sports.
2. Loss of the right to participate in extra-curricular activities including school dances.
3. Loss of the right to attend school-related trips.
4. Loss of the right to attend school assemblies
5. Student must attend meeting with parents, administration, and counselor to discuss impact of excessive absences.

## TARDINESS POLICY

Tardiness to school and class is not acceptable. Both parents and the school share responsibility for assisting students in establishing habits of promptness. Students are expected to be in their homeroom and classes on time. Failure to do so will result in structured interventions or, depending on the frequency, administrative actions to assist the student in understanding the importance of being prompt to school and to class.

*The Franklin Middle School Tardiness Policy is a sub-section of the Attendance Policy and applies to all students attending Franklin Middle school.*

### **Applicability:**

1. This policy will apply to students in grades 6-8.
2. This policy will apply to each marking period and the entire school year simultaneously.
3. This policy will apply to students with a handicapping condition 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 handicapping condition.
4. Students attending classes at other facilities, such as a BOCES center, will be subject to the attendance policies of those facilities except that this policy shall apply for the portion of the students' program for which they are enrolled at Franklin Middle School.

### **Tardiness:**

Any student that arrives to school after **8:45am** (*not in 1<sup>st</sup> period*), will be considered tardy to school. Upon arrival the student must have a note from a medical or legal office, or if late due to illness, a note must be presented from parent/guardian **ON THE SAME DAY**. If a note is not presented on the same day, the student's record will reflect an **unexcused tardy**. Students late to class will be subject to any sanctions that the classroom teacher may have in place.

### **Consequences for failure to arrive to school on time are as follows:**

**First Offense - 1<sup>st</sup> through 5<sup>th</sup> Tardy** – Attendance policy is reviewed with the student, plus a warning is given

**Second Offense - 2<sup>nd</sup> through 7<sup>th</sup> Tardy** – Student will be assigned Lunch Detention

**Third Offense - 8<sup>th</sup> through 10<sup>th</sup> Tardy** – Student will be assigned Extended Detention and parent phone call

**Subsequent** - Student's record will be referred to the Attendance Policy Board for review

### **The following reasons will NOT be accepted as reasons for an excused tardy and will be considered as unexcused:**

- Waking up late (parent/guardian or student)
- Leaving home late
- Talking to friends in the cafeteria
- Or any other imprudent excuse or reason

**Parents/guardians have the right to due process regarding any unexcused tardies. Administrators and Counselors will adhere to all provisions stated within this policy when making a final determination.**