

AGENDA
Laurens Central School
Board of Education
MPR - 7:30 PM
October 18, 2023

I. OPENING OF MEETING

1. Call to order
2. Roll call and quorum check

II. ADOPTION OF AGENDA

III. MINUTES

1. Minutes – 9/20/23*

IV. INTRODUCTION OF VISITORS/OPEN COMMENT PERIOD

(The purpose of the Open Comment Period is to allow residents to share concerns with the Board of Education without having to be on the agenda. Comments are to be brief, as this section of the meeting will be limited to 10 minutes. Please state your name and issue of concern prior to addressing the board. Comments about Personnel, positive or negative, are not allowed during the Open Comment Period.)

V. REPORTS AND DISCUSSIONS

1. Superintendent's Report – B. Dorritie
2. Report from Building Principal – J. Mushtare
3. Report from Supervisor Transportation – J. Kessler
4. Report from Supervisor Buildings & Ground – S. West

VI. CORRESPONDENCE

VII. FISCAL REPORTS

Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

A. Treasurer's Report:

1. Treasurer's Report A Fund (General)*
2. Treasurer's Report C Fund (Cafeteria)*
3. Treasurer's Report F Fund (Special)*
4. Treasurer's Report T Fund (Trust & Agency)*
5. Treasurer's Report L Fund (Library)*
6. Treasurer's Report H Fund (Checking) (Capital Project)*
Treasurer's Report H Fund (Savings) (Capital Project)*
7. Treasurer's Report Repair Reserve*
8. Treasurer's Report Capital Reserve*
9. Treasurer's Report Workers Comp, ERS, Unemployment Reserve*
10. NYLAF Investment Account*
11. Transfers Over \$1000*

B. Other Reports (No Approval Required)

1. Warrants
Warrant #11 A Fund \$72,673.95 (General)*
Warrant #2 C Fund \$6,491.79 (Cafeteria)*
Warrant #5 F Fund \$53,755.29 (Special)*

| | |
|--------------|---|
| Warrant #4 | T Fund \$1,357.22 (Trust & Agency)* |
| Warrant #5 | H Fund \$1,000.00 (Capital Fund)* |
| Warrant #4 | TE Fund \$2,900.00 (Trust-Scholarship)* |
| Warrant # | L Fund \$0 (Library) |
| Warrant #12 | P Fund \$98,327.45 (Payroll)* |
| Warrant # 14 | A Fund \$162,730.16 (General)* |
| Warrant #3 | C Fund \$7,970.53 (Cafeteria)* |
| Warrant #6 | F Fund \$28,798.50 (Special)* |
| Warrant #5 | T Fund \$316.50 (Trust & Agency)* |
| Warrant #6 | H Fund \$276.00 (Capital Fund)* |
| Warrant # | TE Fund \$0 (Trust-Scholarship) |
| Warrant # | L Fund \$0 (Library) |
| Warrant #13 | P Fund \$156,232.37 (Payroll)* |
| Warrant #15 | P Fund \$1,399.45 (Payroll)* |
| Warrant #17 | A Fund \$823.15 (General)* |
| Warrant # | C Fund \$0 (Cafeteria) |
| Warrant #7 | F Fund \$3,350.00 (Special)* |
| Warrant #6 | T Fund \$328.61 (Trust & Agency)* |
| Warrant # | H Fund \$0 (Capital Fund) |
| Warrant # | TE Fund \$0 (Trust-Scholarship) |
| Warrant # | L Fund \$0 (Library) |
| Warrant #16 | P Fund \$194,554.80 (Payroll)* |

2. Transfers Under \$1000*
3. Internal Claims Auditor's Reports*
4. Revenue Status Report - Fund A*
5. Extracurricular Reconciliation Report*

VIII. OLD BUSINESS

Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

IX. PERSONNEL - NEW BUSINESS

A. PERSONNEL

Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

1. The 3 year contracts for the following individuals:*

John Kessler - Head Bus Driver
 Pamela Weir - District Clerk
 Pamela Weir - Confidential Secretary to the Superintendent
2. The resignation of Kaylie Dunham from the position of Teacher Aide effective October 18, 2023.*
3. The appointment of Jordyn Platz as a Non-Certified Substitute Teacher and Teacher Aide for the 2023-2024 school year, pending fingerprint clearance. Her salary will be \$95.00 per day as a Substitute Teacher and \$14.20 per hour as an Aide.

B. NEW BUSINESS

Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

1. To authorize the merger of Girls' Modified, JV, and Varsity Basketball with Milford

Central School for the 2023-2024 season.

2. To waive the first reading and approve/reapprove the following attached Board policies:*

#7110 – Attendance

#7110.1 – Attendance Procedure

X. COMMITTEE ON SPECIAL EDUCATION

Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following CSE cases.

None

XI. INFORMATION

1. Student Enrollment September 30, 2023*

XII. MEETINGS

1. October 19, 2023 6:30 pm - Fall Concert – grades 5-12
2. November 28, 2023 - CASSC School Board Institute: Strategic Long-Term Fiscal Planning for Schools
3. November 15, 2023 – BOE Meeting 7:30 pm

XIII. OPEN COMMENT PERIOD

(The purpose of the Open Comment Period is to allow residents to share concerns with the Board of Education without having to be on the agenda. Comments are to be brief, as this section of the meeting will be limited to 10 minutes. Please state your name and issue of concern prior to addressing the board. Comments about Personnel, positive or negative, are not allowed during the Open Comment Period.)

XIV. EXECUTIVE SESSION

Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, enter executive session for the following reasons:

1. Personnel

XV. FINAL ADJOURNMENT

Draft MINUTES
Laurens Central School
Board of Education
FACS Room 115 - 7:30 PM
September 20, 2023

Opening of Meeting

I. OPENING OF MEETING

1. Call to order

The meeting was called to order at 7:32 pm by President C. Struckle.

2. Roll call and quorum check

Board Members Present: C. Struckle, T. Francisco, G. Murello, M. Wikoff

Board Members Absent: P. Bush

Others Present: B. Dorritie, Superintendent; J. Mushtare, Building Principal; P. Weir, District Clerk; A. Schlee, District Treasurer; J. Kessler, Head of Transportation; B & G, Steve West; Members of the Staff and Community (see attached sign in sheet).

**Adoption of Agenda
With Addenda**

II. ADOPTION OF AGENDA with Addenda

Motion made by G. Murello, seconded by T. Francisco to adopt the agenda with Addenda. Motion carried 4-0-0.

Minutes

III. MINUTES

1. Minutes – Regular Meeting- 8/16/23

Motion made by T. Francisco, seconded by M. Wikoff to approve the minutes. Motion carried 4-0-0.

Open Comment

IV. INTRODUCTION OF VISITORS/OPEN COMMENT PERIOD

Reports and Discussions

V. REPORTS AND DISCUSSIONS

1. Superintendent's Report – B. Dorritie
-Opening of school
-COVID cases
-Congratulations to Girls' Varsity Soccer team on winning the Stamford Mayor's Cup tournament
-Homecoming Parade & Dance next week
-American Legion Schoolmaster's Banquet
-ONC BOCES Board of Education presentation
-ARP (American Rescue Plan) Funding Update
-Some staff attending Active Shooter Drill/Training
2. Report from Building Principal – J. Mushtare
-POW/MIA Assembly this week
-10/4 Nick "Sunshine" Tokman coming to LCS – Motivational Speaker from TV show Deadliest Catch
-Open Houses – Sept. 21 & 28
-SchoolTool Trainings
-SchoolTool Parent Portal
-Sandy Hook Promise meeting at BOCES
-Fall Concert – October 19th
-Flex Time
-Positive Behavior Report form

- 3 Report from Supervisor Transportation – J. Kessler
 - Things going fairly smooth
 - New Driver
 - NYS DMV changed their process
4. Report from Supervisor Buildings & Ground – S. West
 - PA system upgrade
 - Dept. of Health Lead in Water – new requirements
 - Capital Outlay lighting project – set to begin 10/9

Correspondence

VI. CORRESPONDENCE

Fiscal Reports

VII. FISCAL REPORTS

Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

- A. Treasurer's Report:
 1. Treasurer's Report A Fund (General)
 2. Treasurer's Report C Fund (Cafeteria)
 3. Treasurer's Report F Fund (Special)
 4. Treasurer's Report L Fund (Library)
 5. Treasurer's Report H Fund (Checking) (Capital Project)
 6. Treasurer's Report H Fund (Savings) (Capital Project)
 7. Treasurer's Report Repair Reserve
 8. Treasurer's Report Capital Reserve
 9. Treasurer's Report Workers Comp, ERS, Unemployment Reserve
 9. Transfers Over \$1000

Motion made by M. Wikoff, seconded by G. Murello to approve the Treasurer's Report. Motion carried 4-0-0.

- B. Other Reports (No Approval Required)
 1. Warrants
 - Warrant #7 A Fund \$58,032.01 (General)
 - Warrant # C Fund \$0 (Cafeteria)
 - Warrant #3 F Fund \$53,775.83 (Special)
 - Warrant # T Fund \$0 (Trust & Agency)
 - Warrant #3 H Fund \$16,287.11 (Capital)
 - Warrant #2 TE Fund \$6,000.00 (Trust & Scholarship)
 - Warrant # L Fund \$0 (Library)
 - Warrant #6 P Fund \$61,358.90 (Payroll)
 - Warrant #9 A Fund \$179,141.02 (General)
 - Warrant # C Fund \$0 (Cafeteria)
 - Warrant #4 F Fund \$19,189.59 (Special)
 - Warrant #3 T Fund \$359.62 (Trust & Agency)
 - Warrant #4 H Fund \$184.00 (Capital)
 - Warrant #3 TE Fund \$6,050.00 (Trust & Scholarship)
 - Warrant # L Fund \$0 (Library)
 - Warrant #8 P Fund \$51,377.67 (Payroll)
 - Warrant #10 P Fund \$75,285.49 (Payroll)
 2. Transfers Under \$1000
 3. Internal Claims Auditor's Reports
 4. Revenue Status Report - Fund A
 5. Extracurricular Reconciliation Report

Old Business

VIII. OLD BUSINESS

Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

Personnel

IX. PERSONNEL - NEW BUSINESS

A. PERSONNEL

Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

S. Bolton Teacher Mentor

1. The appointment of Scott Bolton as Teacher Mentor for the 2023-2024 school year. The stipend to be \$750.00, as per the Collective Bargaining Agreement with the LTA will be paid to each mentor upon successful completion of the responsibilities associated with the appointment.

Motion made by G. Murello, seconded by T. Francisco to approve the above appointment. Motion carried 4-0-0.

2023-2024 Substitutes

2. The appointment of the following individuals as substitutes for the 2023-2024 School year.

Non-Certified Teachers - \$95.00 per day

Morgan Hoyt

Elisa Macias

Teacher Aides - \$14.20 per hour

Brenda Long

Madison Himes

Cafeteria - \$14.20 per hour

Brenda Long

Custodian - \$14.20 per hour

Brenda Long

Any Laurens Central School District employee, as needed

Motion made by G. Murello, seconded by M. Wikoff to approve the above substitutes. Motion carried 4-0-0.

CROP Peer Tutors

3. The appointment of the following as CROP Peer Tutors for the 2023-2024 school year. The salary will be \$14.20 per hour.

Harley Loudon

Trent DeBoer

Orion James

Ethan Smith

Kyla Saggese

Motion made by T. Francisco, seconded by M. Wikoff to approve the above CROP appointments. Motion carried 4-0-0.

2023-2024 Advisors

4. The appointment of the following advisors for the 2023-2024 school year. Salaries are per the Extracurricular salary schedule.

Safety Patrol – Scott Bolton & Kayla Welsh

Strategy & Tabletop Club – Markus Ling

7th Grade (2029) – Mica Holleran & Jon Powers

Motion made by T. Francisco, seconded by G. Murello to approve the above appointments. Motion carried 4-0-0.

C. Watson Resignation

5. The resignation of Christine Watson as a Teacher Aide effective September 5, 2023.

Motion made by M. Wikoff, seconded by G. Murello to accept the above resignation. Motion carried 4-0-0.

S. Brockway Resignation

6. The resignation of Stephanie Brockway as a Teacher Aide effective September 1, 2023.

Motion made by G. Murello, seconded by T. Francisco to accept the above resignation. Motion carried 4-0-0.

J. Mushtare Resignation

7. The resignation of Jackson Mushtare as a Teacher Aide effective September 13, 2023.

Motion made by G. Murello, seconded by T. Francisco to accept the above resignation. Motion carried 4-0-0.

J. Welsh Volunteer

8. Jacob Welsh as a volunteer Supervisor of the Community Basketball program. There is no salary associated with this position.

Motion made by M. Wikoff, seconded by G. Murello to approve the above volunteer. Motion carried 4-0-0.

R. Wikoff Salary Change

9. The change in salary for Rose Wikoff as a Bus Monitor to \$16.75 per hour.

Motion made by T. Francisco, seconded by G. Murello to approve the above salary change. Motion carried 4-0-0.

M. Brodie Salary Correction

10. The correction in salary for Malinda Brodie, Microcomputer Specialist, from \$28,711 to \$31,200 for the 2023-2024 school year.

Motion made by T. Francisco, seconded by M. Wikoff to approve the above correction in salary. Motion carried 4-0-0.

L. Gifford Agreement

11. The attached agreement by and between the Laurens Central School District, the Morris Central School District, and Lindsey Gifford, Director of Instructional Support Services.

Motion made by G. Murello, seconded by T. Francisco to approve the above agreement. Motion carried 4-0-0.

B. NEW BUSINESS

Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

Surplus

1. To declare the attached list of items as surplus and discard appropriately.

Motion made by G. Murello, seconded by T. Francisco to approve the attached surplus. Motion carried 4-0-0.

M. Cleveland Contract

2. The attached contract between Michelle Cleveland and Laurens Central School for School Counselor Consulting services for the 2023-2024 school year.

Motion made by T. Francisco, seconded by M. Wikoff to approve the above contract. Motion carried 4-0-0.

Out of District Student

3. The approval of one (1) out of District student, (employee's child) to attend Laurens Central School Tuition free for the 2023-2024 school year as per Board of Education Policy #7130, Admission of Non-Resident Students.

Motion made by T. Francisco, seconded by M. Wikoff to approve the above Out of District student. Motion carried 4-0-0.

BOE Policy

4. To waive the first reading and approve/reapprove the attached Board policy #7200.7 – Eligibility Policy for Participation in Extracurricular Activities Grades 7-12.

Motion made by G. Murello, seconded by M. Wikoff to approve the above Board policy. Motion carried 4-0-0.

Resolution for Vaping Litigation

5. The attached resolution authorizing partial settlement of vaping litigation.

Motion made by T. Francisco, seconded by G. Murello to approve the above resolution. Motion carried 4-0-0.

CSE

X. COMMITTEE ON SPECIAL EDUCATION

Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following Special Education cases.*

CSE: 10980, 21199

CPSE: None

504: None

Motion made by T. Francisco, seconded by M. Wikoff to approve the above CSE cases. Motion carried 4-0-0.

Information

XI. INFORMATION

1. NYSIR News – August 2023

Meetings

XII. MEETINGS

1. September 21, 2023 7:00 pm – High School Open House
2. September 28, 2023 7:00 pm – Elementary Open House
3. October 18, 2023 7:30 PM – BOE Meeting

Open Comment

XIII. OPEN COMMENT PERIOD

-Parent K. Capraro relayed a question for her husband T. Capraro about whether we have a farm to school program – B. Dorritie responded that we can look into it

Executive Session

XIV. EXECUTIVE SESSION

Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, enter executive session for the following reasons:

1. Personnel

The Board adjourned to executive session at 8:01 pm to discuss Personnel issues. Motion made by T. Francisco, seconded by G. Murello. Motion carried 4-0-0.

Final Adjournment

XV. FINAL ADJOURNMENT

The Board adjourned from executive session at 8:40 pm. Motion made by T. Francisco, seconded by G. Murello. Motion carried 4-0-0.

The Board adjourned, without further discussion at 8:42 pm. Motion made by M. Wikoff, seconded by G. Murello. Motion carried 4-0-0.

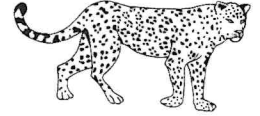
PLEASE PRINT YOUR NAME BELOW

September 20, 2023

PLEASE NOTE: IF YOU SPEAK AT A BOARD MEETING DURING PUBLIC COMMENT, YOUR NAME WILL APPEAR IN THE BOARD MINUTES. PLEASE UNDERSTAND THAT OUR MINUTES ARE PLACED ON OUR WEBSITE AND YOUR NAME WILL APPEAR ON THE INTERNET.

- | | |
|------------------------|-----|
| 1. Beverly Munch | 13. |
| 2. Fred Carbonara | 14. |
| 3. Kendra Beers Caprao | 15. |
| 4. Jen Lewis | 16. |
| 5. Cindy McCahey | 17. |
| 6. | 18. |
| 7. | 19. |
| 8. | 20. |
| 9. | 21. |
| 10. | 22. |
| 11. | 23. |
| 12. | 24. |

Laurens Central School District Board Policy



Students - 7110

Subject: Attendance

The Laurens Board of Education recognizes that regular attendance is a prerequisite for satisfactory academic performance and that the school should be a setting where the student learns reliable attendance.

With the desire to instill in students the need for regular attendance in order to perform successfully in the classroom and in society, the Laurens Board of Education has adopted an attendance requirement for grade promotion and course credit. A MINIMUM OF 90% ATTENDANCE IS REQUIRED FOR ALL STUDENTS TO RECEIVE A GRADE LEVEL PROMOTION OR COURSE CREDIT.

A. Objectives

The objectives of the Comprehensive Attendance Policy are:

1. To ensure that the Laurens Central School District can maintain adequate attendance records on each of its compulsory school age pupils in accordance with Education Law Section 3205;
2. To accurately track the attendance, absence, tardiness and early departure of students to and from the school;
3. To ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
4. To track student location for safety reasons and to account to parents regarding the location of children during school hours.
5. To develop early intervention strategies in an effort to identify attendance patterns in order to design attendance improvements effort and to prevent school drop-outs.

B. Definitions

Whenever used with the Comprehensive Attendance Policy, the following terms shall mean:

1. Scheduled instruction: Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.
2. Absent: The pupil is not present for the entire period of the pupil's scheduled instruction.

3. Tardy: The pupil arrives later than the starting time of the pupil's scheduled instruction.
4. Early Departure: The pupil leaves prior to the end of the pupil's schedule instruction.
5. Excused: Any absence, tardiness, or early departure for which the pupil has a valid school approved excuse. Such excused non-appearance shall include: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, military obligations, absences approved in advance by the Principal, and other reasons as may be approved by the Commissioner of Education.
6. Unexcused: Absences not included above are interpreted under the law as unexcused. Unexcused absence occurs when a pupil is absent with knowledge and consent, stated or implied, or his/her parents, for other than legal reasons. Such excuses as the following fall under this heading: "visiting," "away," "shopping," "needed at home," "babysitting," "working," "no shoes," "haircut," "overslept," "job interview," (unless appointment card is presented), "car problems," etc. A child who fails to attend school, unknown to the parents, for other than a lawful reason is truant.
7. Truant - Truancy is absence or other leave from school without parental permission.

C. 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 in the SchoolTool Attendance System.

The attendance officer will keep track of times of student arrival or departure.

1. Secondary Teachers

AE = absence excused

AM = absent medical

EL = late excused

EN = excused early by nurse

A5 = Arrived after 8:10 AM

FT = field trip

CA = court appointment

AU = absence unexcused

UL = late unexcused

LE = left early

2. Elementary

AE = absence excused

AM = absent medical

EL = late excused

EN = excused early by nurse

A5 = Arrived after 8:10 AM

FT = field trip

CA = court appointment

AU = absence unexcused

UL = late unexcused

LE = left early

D. Strategies and Incentives

In order to encourage student attendance, the following strategies and incentives shall apply:

1. Minimum Attendance for Course Credit or Grade Level Promotion.

A minimum of 90% attendance is required for all students to receive a grade level promotion or course credit.

- a. Grades K-6. Based on 180 days of school, the K-6 student may not be absent more than a total of 18 days during the school year, which includes all absences, excused and unexcused.
- b. Grades 7-12. A 7-12 student may not be absent from a year-long course more than a total of 18 days (excused and unexcused), and from a quarter course more than a total of 5 days (excused and unexcused) and from a semester course more than a total of 9 days (excused and unexcused). If a class meets 3 days per cycle, the total absences allowed will be 9. If a class meets 2 days per cycle, the total number of absences allowed will be 5. To be given credit for attendance, a student must attend at least 30 minutes of the class.
- c. Any student who is absent five consecutive days or more due to illness must submit a physician's note explaining the absence; if the note is not submitted within five school days of the student's return, the absent days will be assessed as unexcused against the student.
- d. Students receiving instruction at home or in a hospital due to illness, suspension or out of district placement are considered to be present for instruction. No student shall be accounted for as absent on a day when he/she is entitled to home or hospital instruction and the district fails to provide instructors. Upon request, hospitalized students shall be afforded make up opportunities for classes missed due to a lack of vitality to receive instruction, as certified to by a physician.
- e. Any student who has an unexcused absence from school and thereby misses a quiz, exam or homework assignment will be assigned a zero for that test, quiz or assignment and the student may be denied the opportunity to make up the missed quiz, exam or homework.

- f. Where a teacher includes classroom participation in a class grade, a student who has an unexcused absence can also be given a zero for classroom participation on the day he/she is absent.
- g. Students of compulsory attendance age suspended from school instruction may not be marked as absent unless they fail to attend scheduled alternative education on that day.
- h. Students over the compulsory attendance age suspended from school instruction will be marked absent unless they have been assigned alternative education. If alternative education has been assigned, only failure to attend scheduled alternative education shall count as an absence.

E. Procedure for Notification

- 1. In checking student absence, (on a daily basis) a telephone call will be placed to the parent/guardian of the absent student.
- 2. If a student is absent, it saves time if the parent/guardian notifies the school nurse via telephone that the student is absent and states the reason for the absence.
- 3. Attendance Letters informing and recording poor attendance practices upon the part of the student will be mailed to the person in parental relationship.
 - a. Notification will be sent after 5, 10, and 15 days of absence from school or class. Additional letters may be sent at the discretion of the administration/attendance officer.
- 4. A parental conference is strongly recommended after a parent has received an Attendance Letter.
- 5. If a student exceeds the number of allowable absences, a hearing between the district and the parent/guardian may immediately follow. A determination will be based upon the presentations at the hearing.

F. 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, OSS suspensions and loss of extra-curricular privileges, as described in the Code of Conduct.

G. Incentives

District teachers shall work with the Building Principal and Attendance Supervision Officer to create and implement classroom based incentive programs for excellent attendance, including but not limited to extra credit and additional privileges.

H. Intervention Strategy Development

The Building Principal shall meet each marking period with the Attendance Supervision Officer and other administrators and teachers as the Principal determines necessary to 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 Board of Education prior to its annual review of the building's attendance records, of both insufficient practices and any proposed changes needing Board approval to implement.

I. Counseling

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

J. Attendance Supervision Officer

The board shall designate the Building Principal as the Attendance Supervision Officer. The Attendance Supervision Officer is responsible for maintaining and reviewing pupil attendance records, and for initiating appropriate action to address unexcused pupil absence, tardiness, early departure, and excessive absence consistent with the Comprehensive Attendance Policy.

The Board of Education will annually review attendance data included in the annual School Report Card. The Board designates the principal frequently, and at least quarterly, review pupil attendance records to identify problems and trends related to unexcused absences, tardiness and early departures.

Adopted: 11/14/90

Reviewed and Revised: April 2007

Reviewed and re-approved: 7/22/2020

Revised and re-approved:

Students – 7110.1

Subject: Attendance Procedure

The importance of punctual and regular attendance for every student cannot be too greatly emphasized. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, student interaction, and participation in well-planned instructional activity. A good attendance record has a direct effect on grades and is an important part of a recommendation to another school or to an employer. Parents and students should be aware of legal classification of excuses.

I. ATTENDANCE RULES AND REGULATIONS

A. Absence from School

1. Excused absence from school (as defined by New York State) includes only the following reasons:

- a. Personal illness
- b. Death in family
- c. Illness in the family
- d. Medical appointments
- e. Dental appointments
- f. Impassable roads
- g. Weather
- h. Religious observance
- i. Required to be in court
- j. Quarantine
- k. Attendance at health clinics
- l. Approved college visits
- m. Military obligations
- n. Cooperative Work Programs
- o. Emergency situation - covers unexpected events which keep a student from school attendance. Such cases will be considered individually by the superintendent.

2. The following are not considered excused absences for New York State:

- a. Visiting
 - b. Away
 - c. Hair Cut
 - d. Obtain learner's permit (a road test IS a legal excuse from school)
 - e. Overslept
 - f. Babysitting
 - g. Needed at Home
 - h. Hunting
 - i. Trip with or without parents - recreational purposes
- Because vacation periods are provided within the school calendar, trips taken at other times during the school year will be considered unexcused absences and will be subject to penalties enforced when

Students – 7110.1

Subject: Attendance Procedure Continued

a student is truant, unless the trip is approved by the Superintendent of Schools or his/her designee.

- j. Truancy - Truancy is absence or other leave from school without parental permission.

B. Absence from Class

Students will not be counted absent from a class for music lessons, pre-scheduled counseling appointments, school sponsored field trips and extra-curricular activities.

C. Procedures when Absent

1. Notifying School - Any time a student will be absent from school, that absence should be reported to the school by 9 a.m. It is the responsibility of the parent/guardian to see that correct home and work telephone numbers are available.
2. Written Excuse - All excuses for absences must be written by parents or legal guardians stating the reason for absence and must be signed by them. Excuses shall be kept on file by the School Nurse. Students are not authorized to write or sign excuses even with the parent's knowledge or consent. Any necessary exception to this rule must be approved by the Administration.
3. Return of Excuse - Time Period - If the excuse is not brought in within five school days following the absence, the absence will be considered unexcused.
4. Make-up Work - Excused Absence - When a student has an excused absence from class or school, a student is allowed two days make-up time for every day legally absent. There is a maximum time of two weeks immediately following the excused absence for the work to be made up. Students are responsible for material covered during that particular absence.

Make-up Work - Unexcused Absence - When a student is truant or has an unexcused absence on the day of a written or oral assignment that is to be graded (i.e., examinations, tests, quizzes, or speeches, etc.), the student will receive a "0" for the day's activity. This grade will be averaged in when computing the final grade for that particular grading period and the student will not be provided the opportunity to make up the work.

5. Procedure for Notification

- a. Attendance letters informing and recording poor attendance practices upon the part of the student will be mailed to the person in parental relationship.
 - (1) Notification will be sent after 5, 10, and 15 days absent from school or class. Additional letters may be sent at the discretion of the administration/attendance officer.
- b. A parental conference is strongly recommended after a parent has received an Attendance Letter.

- D. Release time of Students: Written requests from the parent/guardian for the release of students generally will be honored. It is expected that early release times will be allowed according to the list of legal excuses designated above. The appropriate time and reason for absence shall be recorded on the attendance record, using the procedures mandated by the state.

The Building Principal shall assume this responsibility or shall designate an individual to review and approve all requests

- E. The register of attendance as maintained by the Attendance Officer shall set forth at least the following for each pupil

- (1) name;
- (2) date of birth;
- (3) full name of parent(s) or person(s) in parental relation;
- (4) address where pupil resides;
- (5) phone number(s) where the parent(s) or person(s) in parental relation may be contacted.
- (6) date of the pupil's enrollment;
- (7) a record of the pupil's attendance on each day of scheduled instruction. Commencing July 1, 2003, attendance shall be taken and recorded in accordance with the following:
 - (a) for pupils in non-departmentalized kindergarten through grade six - such pupil's presence or absence shall be recorded after taking of attendance once per school day, provided that if pupils in such schools are dismissed from school grounds during a lunch period, each such pupil's presence or absence shall also be recorded after the taking of attendance a second time upon the pupil's return from the lunch period each school day;

- (b) for pupils in grades seven through twelve or in departmentalized schools at any grade level, each such pupil's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction except that where such pupils do not change classrooms for each period of scheduled instruction attendance shall be taken in accordance with subparagraph (a) of this paragraph;

F. Enforcement of Policy #7110

The administration will determine the status of a student in a course. If it is ascertained that a student has not complied with this regulation (that is, exceeded the provision of Policy #7110), the student may be withdrawn from the course or remain in the course on an auditing status.

Adopted: 11/14/90

Reviewed and Revised: April 2007

Reviewed and re-approved: 7/22/2020

Revised and re-approved: