



Book	Policy Manual
Section	5000: Students
Title	Student Attendance
Code	5100
Status	Active
Adopted	January 6, 2020

The Board of Education recognizes that regular school attendance is a major component of academic success. The Board is committed to ensuring the maintenance of an adequate record verifying the attendance of all children at instruction, establishing a mechanism by which the patterns of student absence can be examined to develop effective intervention strategies to improve student attendance, improving student achievement, fostering good attendance habits, preparing students for post-graduation experience by encouraging responsibility, promoting the safety of the district's students throughout the school day; and providing an intervention process to assist students and their families in improving student attendance.

Through implementation of this policy, the Board expects to minimize the number of unexcused absences, tardiness, and early departures (referred to in this policy as "ATEDs"), encourage full attendance by all students, maintain an adequate attendance recordkeeping system, identify patterns of student ATEDs and develop effective intervention strategies to improve school attendance.

Notice

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents, teachers and administrators are notified of and understand this policy, the Board shall facilitate community awareness of this policy by:

- Providing a plain language summary of the policy to parents and/or persons in parental relation at the beginning of the school year. Prior to the beginning of the school year, parents will receive a summary of the policy highlighting the major points. Parents will be asked to sign and return a statement indicating that they have read and understand the policy.
- Providing each teacher with a copy of the policy and any amendments thereto as soon as practicable following the initial adoption of amendment of the policy, and providing new teachers with a copy of the policy upon their employment.
- Making copies available to any other member of the community upon request.
- Highlights of the major points of the attendance policy will be published in the district's calendar and in the student's handbook. Additionally, the entire policy shall be published on the [district's website](#).
- Sharing of the major issues of the attendance policy will be discussed at parent and student orientation meetings.
- When a student is absent, tardy, or leaves early from class or school without excuse, designated staff member(s) will notify the student's parent(s)/guardian(s) to remind them of the attendance policy.
- School newsletters and publications will include periodic reminders of the components of this policy.
- All faculty and staff will meet at the beginning of each school year to review the attendance policy to clarify individual roles in its implementation.

The district may share this policy with local Child Protective Services (CPS) to ensure a common understanding of excused and unexcused ATED's and to work toward identifying and addressing cases of educational neglect.

Excused and Unexcused Absences

If a student is absent from school for all or part of the school day, the student must provide a reason for the absence to the Building Principal and/or his/her designee. The Building Principal and/or his/her designee shall then determine whether the absence is considered excused or unexcused.

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to:

- family deaths, illness, or emergency beyond the family's control;
- student illness: If a student becomes ill during school he/she must report to the nurse's office;
- chronic or extended illness: For students who are absent due to a chronic/extended illness or disability, or due to a need for homebound services, documentation from the student's physician will be required. Where appropriate, the Principal or his/her designee shall refer the student to the district's Section 504 Team or Committee on Special Education ("CSE") to address the student's education in light of his/her condition;
- pre-arranged appointments with the court, social service agencies or other state agencies as well as appointments with health care providers that cannot be scheduled outside of school hours. Supporting documentation of the appointment will be required to verify the student's absence;
- religious observances, exclusive of religious instruction;
- approved college visits with documentation;
- exceptional circumstances: The Principal and/or his/her designee may approve a pre-arranged absence where the absence from attendance is in the best interests of the student and his/her family. Approval for such absences must be requested of the principal in writing. In extenuating circumstances that are supported by adequate documentation, the principal may approve exceptional circumstances after it has occurred; and
- other such reasons as may be approved by the appropriate building administrator (including, but not limited to, absences due to circumstances related to homelessness).

Students whose parent or legal guardian has been called for military deployment, is on leave from, or is returning from a combat zone or combat support may be excused an additional five (5) days, but work must be made up according to the rules applicable to other excused absences. Parents must notify the Building Principal no less than three (3) days before the intended absences and each case will be approved on a case by case basis by the Building Principal.

Students who leave early or arrive late for any other reason than those ATEDs set forth as "excused absences" will be considered "unexcused." The district shall consider any ATEDs not set forth as "excused absences" as an "unexcused."

All ATEDs must be accounted for. It is the parent's responsibility to notify the school office of any ATEDs and to provide a written excuse immediately upon the student's return to school. ATEDs for any of the aforementioned reasons may be considered excused by the Building Principal and/or his/her designee upon receipt of a written, signed explanation from the student's parent(s) and/or person(s) in parental relation, together with any supporting documentation that may be required. This information should be submitted to the school immediately by the student or parent or person in parental relation upon student's return from his/her absence and in no case later than within five (5) school days upon the student's return.

A student's parent(s) and/or person(s) in parental relation must notify the school, in writing in advance of any scheduled absence (i.e., court appearance, medical appointment that cannot be scheduled outside of school hours, religious observance, etc.).

Upon returning to school, or before leaving school, each student must report to the attendance office or other designated area for the appropriate pass. This pass must be shown to the subject teacher to verify the absence as excused.

For homeless students, the homeless liaison will assist the student in providing or obtaining documentation if needed. Parents shall be notified of a student's unexcused absence in a manner consistent with the procedures set forth in the interventions and consequences of excessive ATEDs section of this policy.

Procedures for Recording Student Attendance/Data Collection

- The district shall keep a record of every student's attendance in a register of attendance. A student shall be considered "absent unexcused" when he/she has arrived late without an acceptable excuse for a period of instruction three (3) times. For purposes of this policy, "scheduled instruction" means every period that a student is scheduled to attend actual instructional or supervised study activities during the course of a school day during the school year from July 1 to June 30.
- Each register of attendance shall set forth the following for every student: student's name, student's date of birth, full name(s) of student's parent(s)/person(s) in parental relation, student's address, phone number(s) where the

parent(s)/person(s) in parental relation may be contacted, date of student's enrollment, and a record of the student's attendance on each day of scheduled instruction.

- The register of attendance shall also include a record of each scheduled day of instruction during which the school is closed for all or part of the day due to extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Commissioner.
- Attendance will be recorded once per day for students in non-departmentalized schools (grades K-4), to reflect daily presence or absence in the following subjects: Homeroom, English Language Arts, Mathematics, Science, Social Studies, and special area subjects (library, physical education, art, music, and sign language/Chinese). If a student is dismissed from school grounds during a lunch period, that student's attendance shall be recorded in the main office on forms related to taking a child in or out of school during the day.
- Attendance will be taken during each class period for students in departmentalized schools (grades 5 -12) in accordance with above, except where students do not change classrooms for each period of scheduled instruction.
- **At the conclusion of each class period or school day, all attendance information shall be compiled;** the Superintendent shall designate a teacher or other district employee to supervise the keeping of the register of attendance.
- The district shall employ a coding system for identifying a student's ATEDs for recording in the registers of attendance, as follows:

Attendance Coding Key

AExp	Absent Exempt	NCO	Note From Counselor
AExu	Absent Excused	NUR	Nurse
AUnk	Absent Unknown	OFF	Office
AUnx	Absent Unexcused	OS	Out-of-School Suspension
BRV	Absent Bereavement	REL	Absent Religious
BUS	Bus Late	Sick	Ill
CUT	Possible Cut	Susp	Suspension
ER	Early Release-Excused	TExp	Tardy Exempt
EX	Early Release-Exempt	TExu	Tardy Excused
FT	Field Trip	TRU	Truancy
HOSP	Hospital	TUnk	Tardy Unknown
IS	In School Suspension	TUnx	Tardy Unexcused
LTS	Long Term Suspension	UNK	Unknown
MED	Medical Excused Absence		

- All entries in the registers of attendance shall be made by a teacher or Principal's designee. In addition, the entries made in the registers of attendance shall be verified by the oath or affirmation of the person making the entries in the register of attendance. Students are not allowed to take attendance.
- Student ATED data shall be available to and should be reviewed by the designated school personnel in an expeditious manner.
- Where additional information is received that requires corrections to be made to a student's register of attendance, such correction will be made immediately.
- Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.
- Where consistent with other school practices, teachers and staff shall detain students in the hallways who are absent from a class period without excuse and refer the students to the Building Principal.
- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early. A student will be considered chronically absent if they miss ten percent or more of the school year as unexcused absence. If a pattern of ATED's for an individual student is identified a designated staff person(s) will follow-up in accordance with this policy.

Attendance Intervention Strategies

The district shall use the following process to develop intervention strategies to address identified patterns of unexcused ATEDs:

- Instructional Support Teams, Building Intervention Teams and other building team meetings designed to assess students needs shall review students patterns of attendance and tardiness to develop appropriate intervention strategies to improve school attendance. If patterns emerge, district resources will be targeted to understand and eliminate barriers to attendance.
- Attendance patterns shall be reviewed quarterly to determine if the intervention strategies are effective or need revision.
- The district attendance committee will meet annually to review the efficacy of intervention strategies and make recommendations, if revision is needed.

Attendance Incentives

The district will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance.

For example:

- At the conclusion of the year, the district will give special recognition to students who have accumulated no **ATEDs**. An attendance honor roll shall be maintained **and published** recognizing perfect attendance for each quarter. Students with perfect attendance in a quarter will have first priority to student parking in the succeeding quarter.

Attendance/Grade Policy

The Board recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student's final grade may be based on classroom participation as well as student performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused ATEDs will affect a student's class participation grade for the marking period.

At the high school level, any student with more than four (4) unexcused absences in a half year course or nine (9) total absences for one-half year course or six (6) unexcused absences for a full year course or 18 total absences for a full year course will not receive credit for that course. Students in grades seventh and eighth who fall below the minimum standards for attendance shall be given a grade of "incomplete." A seventh or eighth grade student who receives an "incomplete" must make up his/her work to earn a final grade by attending summer school. For courses not offered in summer school, a seventh and eighth grade student, must satisfactorily complete, over the summer, an independent project under the supervision of the Building Principal and/or his/her designee.

In each school building, the Building Principal and/or his/her designee shall be responsible for reviewing student attendance records and initiating appropriate action to address unexcused absences in a manner, which is consistent with this policy. Student attendance records shall be reviewed by the Principal of every building as well as by the designated attendance reviewer.

To ensure that parents and students are aware of the implications of this minimum attendance requirement, the Building Principal, teacher or other designated staff member(s) will advise the student and contact the parent(s)/guardian(s) at appropriate intervals prior to the student reaching five (5) unexcused absences and nine (9) absences.

Students whose absences do not meet the minimum standards may be denied credit after intervention strategies are implemented.

A certified letter will be sent to the parent(s) /person(s) in parental relation, informing them that course credit will be denied for those courses for the semester or school year and their opportunity to appeal.

Entrants after the Commencement of the School Year

Students who enter school after the school year begins shall have the maximum number of absences prorated to reflect that portion of their courses that remain after they have entered the district's schools.

Physical Education Attendance - 9th -12th grades

Students with three (3) or more unexcused absences in a semester in physical education class will receive a failing grade and be denied credit for physical education for that semester. Students are required to make-up excused absences in excess of four absences within two weeks of the missed class. Only excused absences are eligible to be made- up. It is the student's responsibility to make arrangements for make-ups with their physical education teacher.

Student with Disabilities

Students with disabilities who receive unexcused absences shall be referred to the CSE or Section 504 team, as applicable, for a determination as to whether the student's absences are related to the student's disability or medical condition. In addition, the CSE/504 team shall consider any other action it deems appropriate. The District will not apply its attendance policy to a student with

a disability for purposes of denying the student course credit, where the absences are related to the student's disability/medical condition

Audit Status

Any student attending a class from which credit has been denied for the purposes of maintaining eligibility for summer school registration.

Make-up Work for Excused Absences

In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity (i.e., music lessons, field trips), may arrange with their teachers to make up any work missed. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason.

All students with an excused ATED are expected upon their return to consult with their teachers regarding missed work.

Only those students with excused ATEDs will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. Make up opportunities must be completed by a date specified by the student's teacher(s) for the class(es) in which the absence(s) occurred. Students who fail to make up all missed work resulting from an excused ATED will have that absence converted to an unexcused ATED.

Content of Written Notice

Each written notice that is sent to the student's parent(s)/person(s) in parental relation, shall, at a minimum, set forth the student's name, grade, number of ATEDs from/to class, name of the course and teacher's name. Provide a means by which the parent(s)/person(s) in parental relation can contact the building administration to discuss the matter. Advise the student's parent(s)/person(s) in parental relation of the district's attendance requirements regarding the granting of course credit.

If a student is being denied course credit due to absences, the written notice shall also include a statement that the student is being denied credit and set forth the procedures parent(s)/person(s) in parental relation must follow if they would like to appeal the decision to deny credit.

Interventions and Consequences of Excessive ATEDs

In each school building, the Building Principal and/or his/her designee shall be responsible for reviewing student attendance records and initiating appropriate action to address unexcused ATEDs in a manner, which is consistent with this policy. After an unexcused ATED, the subject teachers will contact the student and distribute an absent from class notice. Unexcused ATEDs may result in disciplinary action consistent with the district's code of conduct.

Following the third (3rd) unexcused ATEDs for a course, the Principal and/or his/her designee shall contact the student's parent(s)/person(s) in parental relation. Notice will be provided to the subject teachers and guidance counselor. Such staff member(s) shall remind parents of the attendance policy, explain the ramifications of excessive ATEDs, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation. Students identified as chronically absent will be considered for a mentor program.

After four (4) total absences for a half-year course or nine (9) total absences for a full year course, the Principal and/or his/her designee shall contact the student's parent(s)/person(s) in parental relation. Notice will be provided to the subject teachers and guidance counselor. The student and parents may be requested to meet with appropriate staff, to review the student's attendance. The subject teachers will speak with the student. The student shall be reviewed by the building's pupil personnel team and the child's attendance will be reviewed and intervention strategies revised, as appropriate. Students identified as chronically absent will be considered for a mentor program.

Unexcused ATEDs may result in disciplinary action consistent with the district's code of conduct. Those penalties may include, for example, detention or denial of the privilege of participating in or attending extracurricular events. However, absences related to homelessness shall not result in negative consequences where the district determines that it would be in the best interests of the student in retaining the student in school.

In addition, the designated staff member will contact local Child Protective Services (CPS) if they suspect that the child is being educationally neglected.

Co-curricular and Interscholastic Activity Eligibility

A student must be marked present for at least four (4) consecutive periods at the secondary level to be able to participate in any co-curricular and/or interscholastic sports activity for that day.

Students who are denied credit or placed on "audit status" for two or more subject classes shall be deemed ineligible to participate in co-curricular and interscholastic activities including but not limited to participation in the performing arts, clubs, athletics, junior gala, senior prom.

Driver's Education Course Eligibility

High school students who are denied credit or placed on "audit status" for two or more classes shall be deemed ineligible to participate in the district's driver education course for that school year as well as the semester following that year.

Student parking eligibility

Students who have any unexcused absences in any quarter shall be deemed ineligible for on campus student parking.

Summer School

Summer School Registration eligibility

Students who have been placed on "audit status" in a subject class for the purposes of attending summer school to earn credit for that course will be deemed ineligible to register for summer school if they have one or more additional unexcused **absences** or exceed two (2) additional excused **absences** in that class.

Students who are no longer eligible for summer school registration will be assigned to the In-School Suspension Center.

Denial of Course Credit for Summer School

Absences, regardless of their nature, in excess of three (3), in a credit class will result in denial of credit.

Summer School Attendance

A lateness in excess of fifteen (15) minutes is considered one-half () absence.

A lateness of less than fifteen (15) minutes is considered one-fourth (1/4) absence.

Appeals Process

Students faced with loss of credit in a course due to **ATEDs** may bring their **request for** appeal before the Principal and/or his/her designee no later than five (5) school days after being informed of the decision to withhold credit or invoke sanctions.

A request for appeal of the Principal and/or his/her designee's decision may be made to the Superintendent of Schools by the student's parent(s)/person(s) in parental relation within five (5) school days of being informed of the decision. **A request for** appeal of the Superintendent's decision may be made by the student's parent(s)/person(s) in parental relation, to the Board of Education within five (5) school days of being informed of the Superintendent's decision.

Annual Review

The Board shall annually review building-level student attendance records and, if such records show a decline in student attendance, the Board shall revise this comprehensive attendance policy and make any revisions to the plan it deems necessary to improve student attendance.

Adoption date: January 6, 2020

Legal References:

42 USC §11432(g)(1)(I) (McKinney-Vento Homeless Assistance Act)
 Education Law §§1709; 3024; 3025; 3202; 3205-3213; 3225
 8 NYCRR §§104.1; 175.6
 Social Service Law §34-a

Cross-References:

4710, Grading Systems
 5151, Homeless Children
 5300, Code of Conduct
 5460, Child Abuse in a Domestic Setting

