

ATTENDANCE

The Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board expects to reduce the current level 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.

Objectives

Through implementation of this policy the Board expects:

1. to encourage full attendance by all students;
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.

Notice

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

1. The attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year.
2. Parents will receive a plain language summary of this policy by mail at the start of the school year. Parents will be asked to sign and return a statement indicating that they have read and understand the policy.
3. When a student cuts class or is absent without excuse, designated staff members will notify the student's parent(s) and review the attendance procedures with them.
4. School newsletters and publications will include periodic reminders of the components of this policy.
5. The district will provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment.
6. 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.
7. Copies of this policy will also be made available to any community member, upon request.

Register of Attendance

Every school is required to take attendance and record each pupil's presence, absence, tardiness or early departure, and whether such is excused or unexcused in the following manner:

1. in non-departmentalized grades, attendance must be taken once a day;
2. if students are released from school grounds for lunch, attendance must be taken again after lunch;
3. in all other cases attendance must be taken each period. Where a class extends for multiple periods, attendance for that class only must be taken once;
4. additionally, after attendance is taken, an individual student's late arrival or early departure must be recorded.
5. The Building Principal and/or designee will be responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with policy.

Excused and Unexcused Absences

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or such other reasons as may be approved.

All other ATEDs are considered unexcused absences.

All ATEDs must be accounted for. It is the parent's responsibility to notify the school office within at least 24 hours of the ATED and to provide a written excuse upon the student's return to school.

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	U = unexcused
A = absent	R = return
D = early departure	F = family
SE = external suspension	S = sick
SI = internal suspension	O = illegal
FT = field trip	M = medical
P = personal	TU = tardy unexcused
A-BO = Absence BOCES	TE = tardy excused

The time that the pupil arrived or departed will be recorded next to the entry code describing the nature and reason for the student missing all or part of scheduled instruction.

Attendance Incentives

The district will support and encourage a student's efforts to maintain or improve school attendance.

Disciplinary Consequences

Unexcused ATEDs will result in disciplinary action consistent with the district's code of conduct. Students may also be denied the privilege of participating in or attending extracurricular events.

In addition, the Building Principal and/or designee will contact the student's parents and the student's guidance counselor. The Building Principal and/or designee shall remind parents of the attendance policy, explain the ramifications of unexcused ATEDs, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation.

Attendance/Grade Policy

The Board of Education 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's 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.

Minimum Attendance for Course Credit

Student attendance and class participation are vital to successful learning. In order for students to be successful in school and be prepared to take all state mandated assessments they must attend classes every day.

For high school students a minimum number of attendance days are required to earn credit in full year and half year courses. Student absences, including excused and unexcused absences in excess of thirty (30) class meetings for a full year course and fifteen (15) class meetings for a semester course may result in the loss of opportunity to take further exams and quizzes.

To ensure that parents and students are aware of the implications of this minimum attendance requirement, the teacher or other designated staff member(s) will take the following action:

Elementary and Middle School:

Absences	Action Taken
1-10	Teacher maintains students' attendance record. Notification of students' absence to parent/guardian to be made by letter from teacher/principal. Teacher/principal will contact parent/guardian by the 10 th absence.
11-15	Teacher/principal sends a second notification to parent/guardian either by letter or phone call and requests a parent/guardian meeting. A student attendance plan is developed with the

	parent/guardian by the 15 th absence.
16-20	Child Protective Services is contacted or a PINS (Person-In-Need of Supervision) petition filed by the school.
20+	CPS/PINS continued.

High School

Semester/Course	Full Year	Action to be Taken
1-6	1-14	The teacher will maintain student attendance. Notification of student absence to parent/guardian will be made by the teacher via Attendance Referral Form. The teacher will contact parent/guardian by 6 th /14 th absence.
10	20	Student is in jeopardy of losing opportunity to complete exams and other course requirements. Teacher will notify parent/guardian of class absence via the Attendance Referral Form. The counselor may schedule a parent/student conference.
After 15	After 30	The teacher will contact the principal. A formal attendance review for all courses will be conducted. The principal will notify the student and parents of the course for which the opportunity to complete exams and other course testing requirements has been withheld. Student is eligible to receive only grade received as of that date.

Annual Review

The Board shall annually review student attendance data and make any revisions to the policy it deems necessary to improve student attendance.

Cross ref: 4710, Grading Systems
5300, Code of Conduct

Ref: Education Law §§1709; 3024; 3025; 3202; 3205-3213; 3225
8 NYCRR §§104.1; 175.6

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