

STUDENT 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.

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/guardians, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented.

- A plain language summary of this attendance policy will be included in student handbooks. These plain language summaries are available on the District website.
- When a student is absent, tardy, or leaves early from class or school without excuse, the school District will notify the student's parent(s)/guardian(s) by phone.
- It is the parent's/guardian's responsibility to ensure that their child/children regularly attend school.
- School newsletters and publications will include periodic reminders of the components of this policy.
- 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.
- All faculty and staff will review the student handbook each school year to clarify individual roles related to the implementation of the attendance policy.
- Copies of this policy will also be made available to any community member, via the District website.
- The District will share this policy with local Child Protective Services (CPS) to ensure a common understanding of excused and unexcused ATED's and to work towards identifying and addressing cases of educational neglect.

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 by the appropriate building administrator (including, but not limited to, absences due to circumstances related to homelessness).

All other ATEDs are considered unexcused absences.

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

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the student's return to school. For homeless students, the homeless liaison will assist the student in providing or obtaining documentation if needed. Parent/guardian signatures for homeless unaccompanied youth are addressed in policy 4343 and regulation 4343-R.

General Procedures/Data Collection

Attendance will be recorded daily for students grades elementary. Attendance will be entered into the school District's student database each class period in grades secondary.

- At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated staff member(s) responsible for attendance.
- The nature of an ATED shall be coded on a student's record.
- Student ATED data shall be available to and should be reviewed by the building principal in each building who will be in charge of intervention strategies.
- Where additional information is received that requires corrections to be made to a student's attendance record, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.
- Attendance data will be analyzed periodically by each school's assistant principal to identify patterns or trends in student absences. If patterns emerge, District resources will be targeted to understand and eliminate barriers to attendance.
- Where consistent with other school practices, teachers and staff shall detain students in the hallways who are absent from a class period without an excuse and refer the students to the building principal or assistant 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. Satisfactory attendance is missing five percent or less of school over the course of a year. 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.
- The District will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance. Each building principal is responsible.

Online/Distance/Remote Learning

Students learning remotely will need to show daily school participation, which is to be recorded by teachers and reported under the provisions of this policy. Such participation will vary depending on the type of remote learning taking place. This can include documented participation in online or virtual classes, completion of assignments, documentation of daily school activities and learning, or correspondence via online platform, email, or telephone. Teachers are also expected to pay particular attention to the educational progress of students learning remotely, and initiate interventions with the student and their family if a student does not show adequate engagement or growth.

Disciplinary Consequences

In addition, a designated staff member(s) will contact the student's parents/guardians by phone or mail and the student's guidance counselor in the event that a student's record reveals excessive ATED's, excused and/or unexcused. Excessive ATED's is defined in the code of conduct at each

building. Designated staff member(s) shall remind parents/guardians 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.

Unexcused ATEDs may result in disciplinary action consistent with the building's code of conduct. Depending on the specific circumstances, those penalties may include, for example, detention or in-school suspension, denial of privilege or participation in or attending extracurricular events, a referral to a student support/child study team, a referral for counseling services, or a referral to probation through a PINS petition. 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. The designated staff member will provide CPS with the information necessary to initiate a report.

Severe attendance problems may result in additional action taken by the District. The process is varied by building based on the age of the child and specific circumstances. Additional actions may include such things as a referral to student support/child study team, counseling services, and a referral to probation through a PINS petition.

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 may affect a student's class participation grade for the marking period.

At the high school level, a student is expected to attend at least 90% of the time for each of his/her classes. However, students with properly excused ATEDs may make up the work for each ATED, and those ATEDs will not count toward the minimum attendance standard.

To ensure that parents/guardians and students are aware of the implications of this minimum attendance requirement, the high school office (or middle school office for high school credit courses) will advise the student and contact the parent(s)/guardian(s) by mail.

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 ATEDs are expected upon their return to consult with their teachers regarding missed work.

Students with 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 arranged with their teachers within a reasonable timeframe.

Annual Review

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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.

Cross-ref:

Ref:

Education Law §§1709; 3024; 3025; 3202; 3205-3213; 3225

Social Service Law §34a

8 NYCRR §§104.1; 175.6

Adopted: July 2025