

STUDENT ATTENDANCE REGULATION

I. Notice:

To ensure that students, parents, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented.

- The attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year.
- When a student is absent, tardy (excessive), or leaves early from class or school without excuse, designated staff member(s) will notify the student's parent(s) by phone and mail after three consecutive absences, remind them of the attendance policy, and review intervention procedures with them.
- 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.
- Copies of this policy will also be made available to any community member, upon request.

II. Excused and Unexcused Absences:

- Excused absences, tardiness and early departures (ATEDs) from class or school due to personal 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, take your child to work day, military obligations, or such other reasons as may be approved in consultation with the appropriate assistant superintendent.
- 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.
- A student leaving school within the first hour of arrival will be considered absent for the day.

III. General Procedures/Data Collection:

- For students in grades 9-12, attendance will be taken during each class period. For students in grades K-8, attendance must be recorded at least once daily. If K-8 students are dismissed from school grounds during a lunch period, then attendance must be recorded a second time upon the student's scheduled return.
- At the conclusion of each class period or school day, all attendance information shall be compiled, entered and monitored by the attendance clerk with teacher, support staff and building principal/designee collaborating to address student absence.
- Attendance problem follow up procedure includes the following:
 1. Communication with student
 2. Telephone contact with home
 3. Letter(s) to home
 4. Involvement of support staff
 5. Referral to district-wide attendance social worker
 6. Referral to community agencies as deemed necessary

The reason for an ATED shall be coded on a student's record using the following codes:

CODE	TITLE	ABBR.	DEFINITION
A	PASS	PAS	Positive Alternative to School Suspension
C	Cut	Cut	Never arrived to class
D	Unlawful Detention	UDT	Pupil is absent with the knowledge and consents, stated or implied, of his parent for reason other than legal reason (i.e., vacation, visiting away, etc.)
E	Excused Absent	EAB	Excused for class period (with staff)
F	Field Trip	FTR	School activity trip
H	Home Tutoring	HTT	Receiving home tutoring
I	In School Suspension	ISS	Serving suspension in school
L	Left Early	LTE	Signed out by parent/doctor's appointment
M	Medical	MED	Student is hospitalized

P	Permitted	PRR	Medical appointment, death in the family, impassible roads, religious observance, required court attendance, quarantine, college visitation, approved cooperative work program.
S	Sick	SIC	Student illness
T	Unexcused Tardiness	TAR	Late arrival to school
U	Unaccountable	UNA	Student's whereabouts is unknown (i.e., no note, phone call to explain absence).
X	Suspended	SUS	When student is suspended from school
Y	Excused Tardiness	EXT	Late arrival due to a permitted excuse, late pick up by student bus service
Z	Late to class	LTC	Arriving late to class without an excuse pass

- Student ATED data shall be available to and reviewed by the designated school personnel.
- Where additional information is received that requires corrections to be made to a student's attendance records, 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 to identify patterns or trends in student absences.
- Continuous monitoring will be conducted to identify students who are absent, tardy or leave class or school early.

IV. Attendance Incentives:

- The district will design and implement incentives to acknowledge a student's efforts to maintain or improve school attendance.
- At the elementary school level, any student with more than nine unexcused absences for one-half year or 18 unexcused absences for a full year is in jeopardy of being detained in grade. At the high school level, any student with more than nine unexcused absences for one-half year or 18 unexcused absences for a full year is in jeopardy of not receiving credit for that course. However, students with properly excused absences may make up the work for each absence, and those absences will not count toward the minimum attendance standard.

- 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 advise the student and contact the parent(s) by telephone and mail at appropriate intervals prior to the student reaching nine or 18 unexcused absences.
- 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 for the class in question

V. Annual Review:

- There shall be an annual review of 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.

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