HEWLETT-WOODMERE UFSD **Policy 5100**

(X) Required
( ) Local
(X) Notice

ATTENDANCE

The Board of Education recognizes that regular school attendance is a major component of academic success. School attendance is both a right and a responsibility. Through the implementation of this policy, the Board seeks to minimize unexcused absences, tardiness, and early departures (referred to as "ATEDs") and to encourage consistent student attendance.

The Superintendent shall maintain an adequate attendance record-keeping system, identify patterns of student ATEDs, and implement appropriate strategies to improve attendance.

A. Communication of Policy

To ensure that students, parents, teachers, and administrators understand this policy, the following procedures shall be implemented:
1. The Attendance Policy will be included in student handbooks in a plain language summary and reviewed with students at the start of the school year.
2. Parents/guardians (and/or persons in parental relation to the student) will be provided a plain language summary of this policy at the start of each school year and at the time of enrollment.
3. Parents/guardians of students entering the District for the first time will be asked to acknowledge receipt of this policy.
4. The District will provide a copy of the Attendance Policy and any amendments thereto to teachers and staff.
5. All faculty and staff will review the Attendance Policy at the beginning of each school year to clarify roles and responsibilities.
6. Copies of this policy will be made available to community members upon request and will be posted on the District website.

B. Attendance Monitoring and Responsibility

Attendance shall be taken during each class period and recorded in the District's student information system.

The building principal, or designee, shall be responsible for:
- reviewing attendance records,
- identifying patterns of absenteeism, and
- initiating appropriate interventions.

The attendance office or designated staff shall be responsible for:
- maintaining attendance records, and
- communicating with families regarding ATEDs.

C. Excused and Unexcused Absences

Excused ATEDs are defined as absences, tardiness, and early departures due to, including but not limited to:
- personal illness,
- illness or death in the family,

- religious observance,
- required court appearances,
- medical or dental appointments,
- approved college visits,
- impassable roads or weather conditions,
- circumstances related to homelessness,
- other reasons approved by the appropriate building administrator.

All other ATEDs are considered unexcused.

If a student is present in school for any portion of the day, the student shall be considered present. Any late arrival or early departure shall be recorded appropriately.

Unexcused Absences and Notification

When a student is marked with an unexcused ATED:

- The District will notify parents/guardians via automated phone call and/or email.
- It is the responsibility of the student to notify the teacher of any errors in attendance records.
- The teacher will coordinate with the attendance office to make any necessary corrections.

Parents/guardians will receive additional notification of confirmed unexcused absences and any assigned consequences.

D. **Absent-Exempt Absences**

Absences related to school-sponsored activities (e.g., field trips, competitions, related services, or approved pull-outs) shall be considered absent-exempt.

Absent-exempt absences:

- shall not be considered excused or unexcused for disciplinary purposes, and
- shall not negatively impact a student's attendance record.

Students shall be provided a reasonable opportunity to make up missed work in accordance with this policy, and are responsible for completing any missed assignments in coordination with their teachers.

E. **Documentation of Full Day Absences**

Parents/guardians are expected to:

- notify the school of an absence within 24 hours when possible, and
- provide written documentation upon the student's return.

Written excuses should be submitted no later than five (5) school days after the student's return.

F. **Partial Day for Intermittent Illness Related Absence**

A student who is signed out due to illness and returns later the same school day may be marked as excused for the missed portion of the day when verified by a parent/guardian note, nurse documentation, or administrative approval. Students leaving during the instructional day due to illness must be signed out through the appropriate school office with authorization at the time of dismissal.

G**. Tardiness**

Students are expected to arrive at school and attend all classes on time. Tardiness shall be recorded as either excused or unexcused based on documentation and District guidelines. Repeated unexcused tardiness may result in disciplinary consequences in accordance with the Code of Conduct. Administrators may adjust or override tardiness determinations in cases of extraordinary circumstances, including severe weather or transportation disruptions.

High School Policies:

- **School Arrival:** Students who are late to school must sign in at a ScholarChip kiosk and obtain a machine-generated late pass. Students may be assigned detention for unexcused lateness. Students will not be permitted to sign in after 12:15 p.m. without written permission from an administrator.
- **Co-Curricular Cut-off:** Students signing in after 10:15 a.m. will not be allowed to participate in co-curricular or athletic activities that day.
- **Class Tardiness:** Any student entering a class within fourteen (14) minutes of the start of the period shall be marked tardy.
- **Class Absence:** An unexcused arrival fifteen (15) minutes or more after the start of the period will be recorded as an absence for that class period. Three (3) unexcused tardies will be considered an unexcused absence, and the consequences as outlined for absences will be applied.

Middle School Policies:

- **School Arrival:** Students who are late to school must sign in with security at the front door. Students may be assigned detention for unexcused lateness to school.
- **Co-Curricular Cut-off:** Students signing in unexcused after 11:35 a.m. will not be allowed to participate in co-curricular or athletic activities that day.
- **Class Tardiness:** Any student entering a class unexcused within four (4) minutes of the start of the period shall be marked tardy. Three (3) unexcused tardies will result in a detention.
- **Class Absence:** An unexcused arrival fifteen (15) minutes or more after the start of the period will be recorded as an absence for that class period.

H. **Early Dismissal**

If a student will be leaving school before the end of the day, the student must be signed out in accordance with building procedures.

- In grades PreK–8, a parent/guardian must sign the student out in the attendance office.
- In grades 9–12, students may sign themselves out with prior verified parental permission.

Leaving without following proper procedures will be considered an unexcused absence from class.

I. **Make-Up Work and Academic Responsibility**

Students shall be provided the opportunity to make up missed work following an excused absence.

- A reasonable timeframe for completion shall be provided (2 days minimum allowed for every 1 day of excused absence).
- For extended excused absences of three days or more, the student will be provided five school days to make up missed work and assessments.
- Teachers will promptly provide or make available missed work, and procedures for obtaining it will be clearly communicated to students and families.
- If a student misses an in-class school midterm or final exam for a medical reason, they must submit a doctor's note to qualify for a make-up exam. If a doctor's note is not provided upon return to school, a zero will be given for the exam.
- There are no make-up exams for Regents exams or FLACS exams.
- If a student anticipates at least two (2) days of excused absence, parents may request and obtain classwork from the school.
- Failure to complete make-up work for excused absences may impact a student's academic standing in accordance with District grading practices.

J. **Attendance Interventions**

The District will implement strategies to address patterns of absenteeism, including but not limited to:

- written and/or verbal parent notification,
- parent-teacher or administrative conferences,
- counseling or social work support,
- referrals to appropriate services,
- legal action where required.

Attendance data will be reviewed periodically to identify trends and guide interventions.

In extreme cases, families will be referred to Child Protective Services if designated staff member(s) suspect a child is being educationally neglected. The designated staff member(s) will provide CPS with the information necessary to initiate a report. If other staff members suspect educational neglect, they must follow the procedures outlined in Board Policy and regulation No. 5460, Child Abuse in a Domestic Setting.

K. **Attendance Incentives**

The District may implement systems to encourage student attendance and recognize positive attendance habits.

L. **Disciplinary Consequences**

Unexcused ATEDs may result in disciplinary action in accordance with the District's Code of Conduct, including but not limited to:

- parent contact,
- detention,
- loss of privileges,
- suspension from extracurricular activities.

M. **Attendance and Academic Impact**

The Board recognizes a relationship between attendance and student performance.

- Students are expected to attend all scheduled classes.
- Students with excused absences shall be provided the opportunity to make up missed work.
- Attendance may impact participation or engagement expectations, where applicable.
- Academic grades shall primarily reflect student mastery of course content.

N. **High School Minimum Attendance Policy**

A student enrolled in the high school must meet minimum attendance requirements in order to be eligible to receive course credit.

At the high school level a student may be denied credit for that course if a student has:

- More than twelve (12) total absences in a half-year course or Physical Education course, or
- More than twenty-four (24) total absences in a full-year course

Progress Monitoring and Parent Notification

When a student reaches:

- Five (5) unexcused absences in a half-year course, or
- Ten (10) unexcused absences in a full-year course

the school will notify the parent/guardian and student of:

- the number of absences recorded, and
- the potential risk of denial of course credit if attendance thresholds are exceeded.

Teachers may also notify parents/guardians when students with excused absences fail to complete required make-up work.

Denial of Credit for Attendance (DCA)

A student who exceeds the allowable number of absences may be denied course credit for attendance. The student's report card will reflect:

- DCA/P (Denial of Credit – Passing) or
- DCA/F (Denial of Credit – Failing)

based on the student's academic standing at the time credit is denied.

Students who are denied credit must continue to attend the course (audit) in order to be eligible for Twilight and/or summer school, where applicable.

Appeal Process – Denial of Credit

A student who has exceeded the allowable number of absences may request a review of their attendance record.

- Requests must be submitted in writing to the building principal or designee at least three (3) weeks prior to the conclusion of the course or within 48 hours of the final absence if within the three (3) week end of class window.
- The written request must include the basis for the appeal.

The building principal or designee will review the request and issue a written determination within a reasonable timeframe.

The principal's determination shall be final at the building level.

Further appeal may be made to the Commissioner of Education in accordance with Education Law §310.

Limitations on Appeal Eligibility

A student may forfeit the right to appeal if excessive unexcused absences include:

- More than four (4) unexcused absences in a half-year or Physical Education course, or
- More than eight (8) unexcused absences in a full-year course.

Middle School Regents Courses

The High School Minimum Attendance Policy shall apply to middle school students enrolled in Regents-level courses.

O. **General Attendance Appeals**

A parent/guardian may request a building-level review of a student's attendance record by submitting a written request to the building principal.

- The principal will review the request and issue a written determination within ten (10) business days.
- The principal's decision shall be final at the building level.

A parent/guardian may also request a conference with the building principal to discuss attendance concerns and intervention strategies.

P. **Additional Provisions**

This policy applies to:

- transfer students (with prorated expectations),
- students receiving alternative instruction or services.

Building-level procedures may vary based on grade level and operational needs and will be communicated to families.

Q. **This policy does not apply to summer school and Twilight**

R. **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.

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

McKinney-Vento Homeless Assistance Act, 42 USC § 11432(g)(1)(I) 7
Social Service Law § 34-a
Reference Policy #4710, Grading Systems

Adopted: May 2002
Amended: 7/06/04; 6/20/07; 6/20/12; 6/17/15, 6/15/16, 4/20/17, 5/22/19, 6/17/20, 5/18/22, 7/5/23, 6/12/24, 5/14/25, May 20, 2026, August 19, 2026, Sept. 16, 2026, October 7, 2026
Annual Review: 7/12/06; 7/9/08; 6/17/09; 7/14/10; 5/18/11; 6/20/12; 6/18/14, 6/16/21, 7/5/23, 6/12/24, 5/14/25 5/20/26 – Effective July 1, 2026