

Students

**SUBJECT: ATTENDANCE**

To be successful in the implementation of the objectives of attendance policy 7110, it is imperative that all members of the school community are aware of this policy, its purposes, procedures and the consequence of non-compliance. To ensure that students, parents, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented:

- Each school will develop procedures to address absences and tardiness to classes.
- Schools will accurately record attendance, absences, tardiness or early departure of each student.
- Schools will utilize data analysis for tracking individual student attendance and individual and group trends and student attendance problems.
- When a student cuts class or is absent without an excuse, designated staff members will notify the student's parent(s) and review the attendance procedures with them.
- The attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year and with students entering the school year. School newsletters and publications will include periodic reminders of the components of this policy.
- Classroom attendance policies and practices will be in writing and reviewed with students and families during the first month of school.
- As part of regulation annual notifications, parents will receive a plain language summary of this policy at the start of the school year. The summary will also be available on the district's website.
- The district will provide a copy of the attendance policy and any amendments thereto, to all faculty and staff. All faculty and staff will meet at the beginning of the school year to review the attendance policy and to clarify individual roles and its implementation.
- Copies of this policy will also be made available to any community member upon request.

**Notice/Review of Records**

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:

Attendance must be taken each class period. When a class extends for multiple periods, attendance must only be taken once.

Written requests from the parent/guardian for the release of students generally will be honored. The appropriate time and reason for absence shall be recorded on the attendance record, using the procedures mandated by the state.

The building principal shall assume this responsibility or shall designate an individual to review and approve all requests.

After attendance is taken, an individual student's late arrival or early departure must be recorded. 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.

(Continued)

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When a student is absent or leaves early from school five times for unexcused reasons, the school will send a letter home to parents documenting the absences and reminding them of the policy. If a student is absent 10 days for unexcused reasons, a second letter will follow and the parents will be contacted for a conference with school officials. The principal or his/her designee may commence the PINS (Person in Need of Supervision) and/or DSS Hotline process in the event the student is not regularly attending school, in accordance with the New York State Education Law, Art. 65 Part 1.

Where extenuating circumstances are present, the individual school administration will deal with the case on an individual basis.

**Incentives, Interventions, and Disciplinary Sanctions**

- The district will support and encourage a student's efforts to maintain and improve school attendance. Schools shall create and implement school-based incentive programs and Response to Intervention (RtI) multi-tiered intervention programs for exemplary attendance and significant attendance improvement.
- Unexcused absences, tardiness or early departures will result in disciplinary action consistent with the district's code of conduct. Those penalties may include, for example, detention or in-school suspension. Students may also be denied the privilege of participation in or attending extracurricular events, parking privileges (high school), high school extensions as defined in the student handbook and/or other privileges.
- In order to participate in after school activities, students must be present in school for at least one-half that school day and attend all classes as required.

**Athletic Policy**

- Any student absent from school due to illness, suspension, or for unexcused reasons may not participate in or be a spectator in any activity that day.
- A student with an unexcused absence on Friday may not participate in any weekend activity or be a spectator. A student with an excused absence on Friday may participate in the weekend activity with a signed note from parents.
- An athlete must be in school by 7:40 AM or be ineligible to participate or be a spectator in any athletic event on that day.
- It shall be the responsibility of the school principal in consultation with the district athletic director/attendance officer, to make final determinations as to whether or not an absence is excused or unexcused.

**Review of Records**

The principal or his/her designee will be responsible for reviewing student attendance records and initiating appropriate action to address unexcused absences, tardiness and early departure consistent with the comprehensive attendance policy.

When a student is absent or leaves early from school five times for unexcused reasons, the school will send a letter home to parents documenting the absences and reminding them of the policy (Appendix A). If a student is absent ten times for unexcused reasons, a second letter will follow (Appendix B) and the parents will be contacted for a conference with school officials. The principal or his/her designee may commence the PINS (Person in Need of Supervision) and/or DSS Hotline process in the event the student is not regularly attending school, in accordance with the New York State Education Law, Art. 65 Part 1.