

# SCHALMONT CENTRAL SCHOOL DISTRICT

5100

(X) Required  
( ) Local  
( ) Notice

## STUDENT ATTENDANCE

The Schalmont Central School District Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board expects to minimize the number 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.

The Superintendent of Schools will ensure the District will:

- develop procedures to address absences and tardiness to classes;
- accurately record attendance, absences, tardiness, or early departure of each student;
- utilize data analysis for tracking individual student attendance and individual and group trends and student attendance problems;
- ensure 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.

### Excused and Unexcused Absences

Excused absences must be approved by building administration, and could include the following: 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; military obligations.

All other ATEDs are considered unexcused absences.

All ATEDs must be accounted for. It is the parent/guardian’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. 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 5151 and regulation 5151-R.

Unexcused ATEDs may result in disciplinary action consistent with the district’s code of conduct.

### Extracurricular Policy

It shall be the responsibility of the school principal, in consultation with the administration, to make final determinations as to whether or not an absence is excused or unexcused. All students, upon their return, are expected to consult with their teachers regarding missed work.

Adoption date: June 8, 2026