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 EDINBURG COMMON SCHOOL DISTRICT

COMPREHENSIVE ATTENDANCE POLICY

 The Board of Trustees of the Edinburg Common School District recognizes that attendance in school is an important component of student success. Student interaction with teachers and other students in class helps to enhance the academic learning experience and provides a basis by which students can demonstrate mastery of subject matter.

 In this regard and pursuant to Section 104.1 of the Regulations of the Commissioner of Education, the Board of Trustees adopts this comprehensive attendance policy, containing the following components:

1. Overall objectives of the policy
2. Specific strategies to accomplish these objectives
3. Excused vs. unexcused student absences, tardiness or early departure
4. Coding system identifying reasons for absence, tardiness or early departure
5. Student attendance
6. Incentives and disciplinary sanctions
7. Notice to parents or guardians
8. Intervention strategies to identify patterns of student absence, tardiness or early departure
9. Parties responsible for student attendance

10. Annual review of policy by the Board

 This policy will be explained in the Parent Handbook. Copies of the complete comprehensive attendance policy shall be available in the District office and will be provided to any member of the community upon request.

**1. Overall Objectives of the Policy**

The major objectives of the comprehensive attendance policy in the Edinburg Common School District are to:

1. Account for the whereabouts of students enrolled in the school each school day
2. Ensure sufficient pupil attendance to achieve student success at meeting the State learning standards
3. Ensure the maintenance of an adequate record verifying the attendance of all students in accordance with Education Law

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 **2. Specific Strategies to Accomplish These Objectives**

 The record of attendance shall set forth the following for each pupil: name, date of birth, full names of parents or guardians, address where the pupil resides, phone numbers where the parents or guardians may be contacted, date of pupil’s enrollment and a record of the pupil’s attendance on each day of scheduled instruction.

Attendance shall be recorded once per school day. Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards found in section 3 of this policy. In the event that a pupil arrives late or departs early, it shall be recorded as excused or unexcused in accordance with the standards found in section 3 of this policy.

 **3. Excused vs. Unexcused Absences, Tardiness and Early Departure**

The following reasons for pupil absence, tardiness and early departure shall be considered by the Board of Trustees to be excused:

1. Illness
2. Illness or death in the family
3. Unsafe travel conditions
4. Religious observance
5. Medical appointments
6. Quarantine
7. Required court appearances
8. Participation in a school-sponsored activity

Students will be allowed a total of five (5) family days per year. These days will be considered illegal absences, but students will be given credit for make-up work. Extenuating circumstances requiring more than five days must be documented on a case-by-case basis and presented to the building superintendent for approval.

Any other pupil absence, tardiness or early departure is considered by the Board of Trustees to be unexcused.

It is the responsibility of the parents or guardians to notify the office by telephone on the morning of the absence, tardiness or at the time of early departure as to the reason.

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 Students shall comply with the following:

1. All excuses for part of a day and all day absences must give the reason for the absence as well as have the date and parent’s/guardian’s signature.
2. If a student’s absence is due to illness or unexcused he or she will not be allowed to participate in school activities that day. Excused absences are those listed in the accompanying Board of Trustees policy; all other absences are considered unexcused. Any questions of the status of an absence are to be decided by the Superintendent.
3. The parent will call the school after two days of absence, if not, the school will call. Students who are absent for five consecutive days due to illness must present a written explanation from their doctor, as well as a note from their parent(s)/guardian(s). If such students fail to present both written notices, the Superintendent will contact the parent(s)/guardian(s), and request an explanation for the absence. If the Superintendent believes the explanation is inadequate, or if he/she does not receive an explanation within five days, the Superintendent will take appropriate action.
4. **Coding System Identifying Reasons for Absence, Tardiness or Early Departure**

Attendance officer using NY State Register of Attendance Coding System shall record reasons for absence.

 Every student is expected to be on time and attend all classes, except in those instances listed in policy 5160, Student Absences and Excuses. Attendance is taken by teachers each day. Quarterly reports are sent to parents. To be marked present, a student must report to school and be present for at least 90 minutes of instruction. A student is not to be counted present and immediately excused. An absence is recorded as illegal if an excuse was not received.

 **5. Student Attendance and Promotion/Retention**

The Board of Trustees recognizes that regular attendance in classes by 8:00 a.m. is essential to the total learning process. An absence may be unavoidable; each student is expected to make every effort to attend school on time. Classroom attendance/participation is vital for optimum academic achievement.

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Any pupil who is properly excused and has performed any assigned make-up work shall receive graded credit for work completed. It shall be the student’s responsibility to obtain all make-up work from his or her teacher(s) immediately upon the student’s return to school, and all make-up work shall be submitted within the days determined by the teacher.

**Unexcused Absences**

 Notice to the pupil’s parents or guardians regarding absences and the potential for denial of academic credit as follows:

1. On the fifth unexcused absence from school the nurse shall speak to the teacher and notify the Superintendent who shall then send a letter home, advising the parents or guardians of the number of absences.
2. On the seventh unexcused absence the nurse shall speak to the teacher and notify the Superintendent who shall then send a second letter home, advising the parents or guardians of the number of absences. The Superintendent shall also meet with the student, the student’s parents or guardians and the student’s teacher.
3. On the tenth unexcused absence the student may be considered for retention. The Superintendent shall so notify the student’s parents or guardians.

 In-school suspension, for which the student is assigned, and out-of-school suspension, where the student takes advantage of alternate educational services provided by the District, shall not count as absences from class under this section of the policy.

 **6. Incentives and Disciplinary Sanctions**

 The Board of Trustees recognizes that pupil attendance may be positively affected by the use of incentives to encourage pupil attendance and disciplinary sanctions to discourage unexcused pupil absences, tardiness and early departures from school.

 In this regard, the school shall make available to pupils the following incentives to promote pupil attendance:

* Perfect attendance award presented each semester
* Perfect attendance award presented for one year
* Perfect attendance recognized for multiple years

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Where it is determined by the school that disciplinary sanctions are necessary to discourage a specific instance of an unexcused pupil absence, tardiness or early departure or a pattern thereof, the following shall be available for use by the school:

* Warning letters to parents/guardians
* Notification to Social Services pertaining to neglect
* Notification of possible retention

 The Board of Trustees shall charge the Superintendent or designee with the task of monitoring the attendance, and the Superintendent shall prepare a yearly written report to the Board at the end of the school year.

**7. Notice to Parents or Guardians**

As noted in section 3 of this policy, it is the responsibility of the parents or of the guardians of the pupil to provide the excuse for the absence, tardiness or early departure by notifying the office.

 The school may accept the form or handwritten note completed by the parent/ guardian containing information about the pupil absence, tardiness or early departure.

 If verbal notification or properly written excuse for the pupil absence, tardiness or early departure is not received by the school from the parent/guardian after two school days, an absentee form shall be sent home from the school to the parent/guardian notifying him or her of the need for the proper written excuse of their child’s absence, tardiness or early departure. Parents transferring students out of district must provide written proof of enrollment in receiving district within seven (7) days. If proper notification is not received within seven days, it will be turned over to Social Services for investigation.

**8. Intervention Strategies to Identify Patterns of Student Absence or Tardiness**

The Board of Trustees understands that in order to increase overall pupil attendance in the school building, it is important to develop a process by which teachers and other school employees can readily identify patterns of unexcused pupil absence, tardiness or early departure and can employ specific intervention strategies in an attempt to change such patterns.

The school shall establish a designee, which shall be charged with monitoring overall pupil attendance and determining and addressing specific patterns of unexcused pupil absence, tardiness or early departure.

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 The designee shall identify specific pupils with patterns of unexcused absences, tardiness or early departure and submit records to the Superintendent monthly.

 **9. Parties Responsible for Student Attendance in Each School**

The Superintendent shall be charged by the Board of Trustees to be the person responsible for reviewing pupil attendance records and initiating appropriate actions to address unexcused pupil absence, tardiness and early departure consistent with the comprehensive attendance policy of the District.

**10. Annual Review**

 The District shall review yearly trends on student attendance records if needed 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.

Adoption date: December 10, 1998

Revised: October 12, 1999

Revised: June 11, 2002

Revised: April 13, 2004

Revised: March 13, 2007

Revised: December 8, 2009

Revised: January 12, 2012

Revised: June 9, 2014

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# STUDENT ATTENDANCE REGULATION

1. The district will make available to each student and his/her parent or guardian a copy of the attendance policy at the beginning of each school year.
2. The policy will be available in the administrative office. A condensed version will be included in the Parent Handbook.
3. Attendance will be taken at the beginning of each day and reported to the attendance officer each school day.
4. On the fifth unexcused absence from school, the designated staff person will notify the parent.
5. If the information in a student’s attendance record needs to be corrected, it is to be corrected immediately and notice of such change sent to the appropriate school personnel.
6. Attendance dates will be analyzed periodically to identify patterns or trends in student absences.
7. Final Report Cards will not be released until all written attendance forms /excuses have been received. Fourth quarter report cards will be released to parents when all written attendance forms/excuses have been received to complete the document.

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