

**EDINBURG COMMON SCHOOL DISTRICT****Comprehensive Attendance Policy**

The Board of Trustees of the Edinburg Common School recognizes that regular school attendance is a major component of academic success. Student interaction with teachers, staff and other students in the classroom enhance the academic learning experience and provides a basis by which students can demonstrate mastery of subject matter.

The Board recognizes that it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequence of non-compliance.

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:

- Overall objectives of the policy
- Specific strategies to accomplish these objectives
- Definitions of ATEDS ( unexcused absences, tardiness, and early departures )
- Attendance Program (School Tool) identifying type of absence(s) and reasons for absence(s), tardiness and early dismissal(s).
- Student Attendance and Effect on Promotion/Retention
- Incentives and Disciplinary Sanctions
- Parental Notification
- Intervention strategies to identify patterns of student absence, tardiness or early departure.
- Designated staff responsible for tracking and intervening with attendance issues and successes.
- Board of Trustee annual review of Comprehensive Attendance Policy.
- Notification of School Community of Policy and Updates
- District response to removal of potential barriers to success due to absenteeism of homeless students. (McKinney-Vento Homeless Assistance Act and SSA/2015)

**OVERALL OBJECTIVES OF ATTENDANCE POLICY**

- Through implementation of this policy, the Board of Trustees expects to minimize the number of unexcused absences, tardiness and early departures. (ATED'S)
- To encourage students to attend school every day, on time, for entire day.
- To maintain an adequate recordkeeping system that is in accordance with Education Law.
- To identify patterns of student ATED's.
- To develop effective intervention strategies to improve school attendance.
- To improve retention of homeless students through supported attendance practices.

## **SPECIFIC STRATEGIES IN PLACE TO ACHIEVE GOALS AND OBJECTIVES**

The record of attendance will set forth the following for each pupil:

- Name
- Date of birth
- Full names of parents or guardians
- Address(s) where pupil resides
- Phone numbers where the parents or guardians may be contacted
- Record of pupil's attendance on each day of scheduled instruction

Attendance will be recorded on an ongoing basis throughout the school day and entered into the School Tool program. All ATEDS will be recorded as excused or unexcused in accordance with the standards found in section 3 of this policy.

### **DEFINITIONS OF ATED'S**

#### **EXCUSED ABSENCE**

The Board of Trustees has determined the following reasons to be deemed **EXCUSED** in the case of absenteeism, tardiness and/or early dismissal:

- Illness
- Illness or death in the family
- Unsafe travel conditions
- Religious observance
- Medical appointments
- Quarantine
- Required court appearances
- Participation in a school-sponsored activity
- Absences due to circumstances related to homelessness
- Other reasons as approved by Superintendent

#### **UNEXCUSED ABSENCE**

All other pupil absence, tardiness or early dismissal is considered by the Board of Trustees to be **UNEXCUSED**.

#### **EARLY DISMISSAL**

In those rare cases when a student must leave school early, such as medical appointments, religious observances, court appointments, etc., the following procedures must be followed:

Early dismissal notes should be brought to the main office by 9 AM. The student's name will be placed on the dismissal list and distributed to the staff.

**Parent/Guardian must enter the building, sign in at the main office window, and be prepared to show identification and sign out his /her child.** *Students may only leave when escorted by a parent/guardian.*

The early dismissal will be entered into School Tool immediately as excused or unexcused.

At times it is necessary for parents to call in to notify the office that they need to pick up a child early. A note is still necessary.

A parent conference will be scheduled if 3 unexcused early dismissals occur in **one marking period**.

Students reporting to school late or leaving school early for appointments will **not** be permitted to practice or play in a game that same day **UNLESS** documentation is submitted from the physician at the appointment.

### TARDINESS

Edinburg Common School students should be in the building by 7:45 AM.

**If arrival is after 7:45 AM, the student must be accompanied into the building by an adult and signed in at the main office window.** A reason for the tardiness should be documented.

The tardiness will immediately be entered in School Tool as either **excused** or **unexcused**.

Accumulated tardiness will result in *progressive attendance interventions* including:

- Letter to parents/guardians after two tardies in a marking period
- Lunch Detention after five tardies in one marking period
- Recess detention and parent conference after ten tardies in a marking period.

### ATED'S EFFECT ON EXTRACURRICULAR ACTIVITIES

Students reporting to school late or leaving school early for appointments will not be permitted to practice or play in a game that same day **UNLESS** documentation is submitted from the physician at the appointment.

## **PARENT/ GUARDIAN RESPONSIBILITIES FOR NOTIFICATION**

It is the responsibility of the parents/guardians to notify the attendance officer or main office by telephone (518 863-8412 ext. 24) by 8:00 AM on the day of tardiness, absence or early dismissal. When using the **24-hour messaging system**, leave your child's name, date of absence and reason for absence.

A written excuse will be sent to school with your child within 48-hours of their return to school. It will include student name, date of absence, tardiness or early dismissal, and reason for ATED.

Students who are absent for *five consecutive days* due to illness, must present a written document from their physician and a written excuse from their parent/guardian upon their return. If documentation is not received, the parent/guardian will be contacted by the superintendent.

Parents transferring students out of the district must provide written proof of enrollment in the receiving district within (7) seven days. **If proper documentation is not received within seven days, the issue will be turned over to Child Protective Services or Social Services for investigation.**

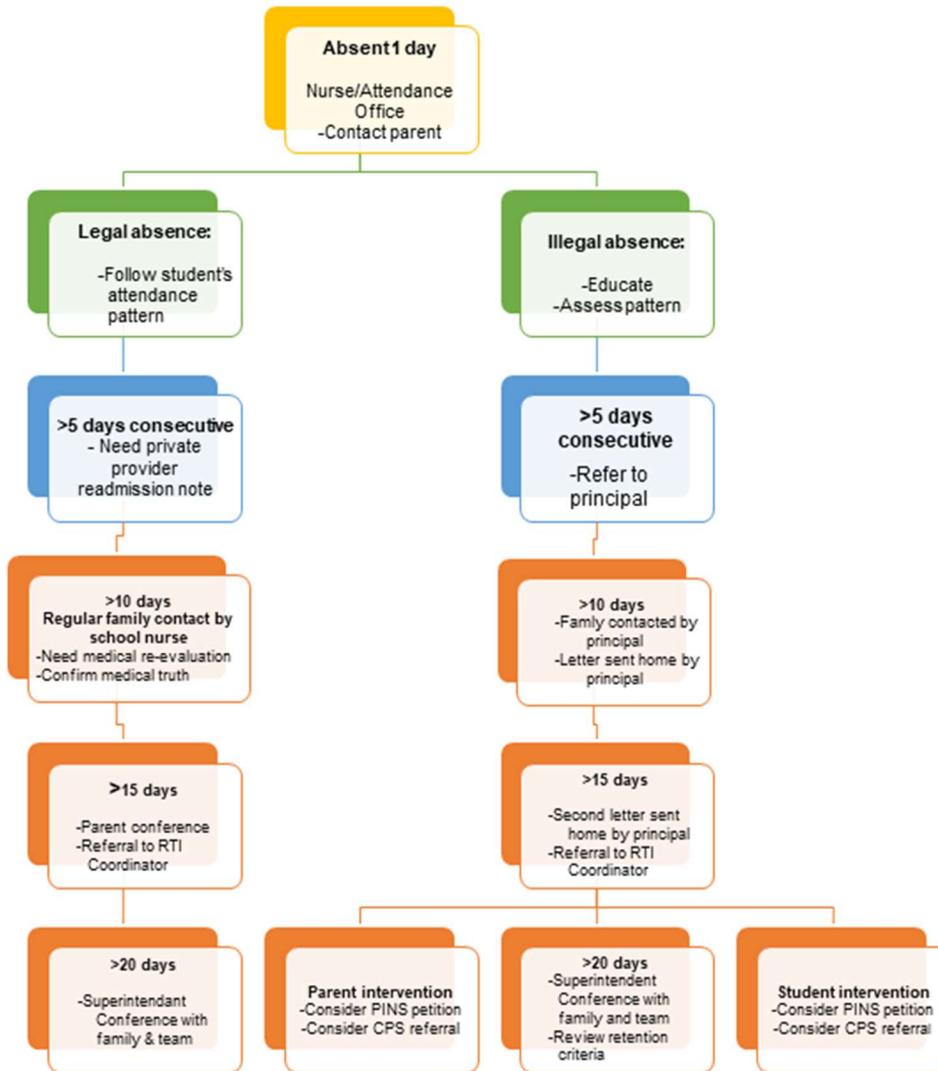
## **INCENTIVES AND DISCIPLINARY SANCTIONS**

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 dismissals from school.

The following incentives will be made available to students to promote student attendance:

- Perfect attendance award presented each trimester.
- Perfect attendance award presented at the end of the school year.

# ECS Absence Response Flow Chart



## **PARTIES RESPONSIBLE FOR STUDENT ATTENDANCE AT ECS**

The Superintendent, in partnership with the Attendance Officer, will be charged by the Board of Trustees to be the person(s) responsible for reviewing pupil attendance records and initiating appropriate actions to address unexcused pupil absence, tardiness and early departures. The interventions will be consistent with the Comprehensive Attendance Policy of Edinburg Common School.

## **NOTIFICATION OF SCHOOL COMMUNITY OF COMPREHESIVE ATTENDANCE POLICY**

- A plain language summary of Edinburg Common School's Comprehensive Attendance Policy will be included in *student's handbooks* and will be **reviewed with students** at the start of the school year.
- *Parents* will have access to a plain language summary of this policy **via ECS website** at the start of the school year.
- When a student is absent, tardy, or leaves class or school early without an excuse, designated staff member(s) will notify the student's parent/guardian **by phone** and mail of the specific ATED, remind them of the attendance policy, and review ATED intervention procedures with them.
- The Comprehensive Attendance Policy will be reviewed during Open House held at the beginning of each school year. Presenting staff will emphasize that every day of attendance counts, explain this policy, and stress the parents' responsibility for ensuring their children's regular school attendance.
- The district will provide a copy of the comprehensive attendance policy and amendments thereto to **faculty and staff**. New staff will receive a copy upon their employment.
- All **faculty and staff** will meet at the beginning of the school year to review the attendance policy to clarify individual roles in its implementation. **Faculty will notify Superintendent and Attendance Officer of suspected homeless status of any student, causing absenteeism and/or tardiness.**
- Copies of this policy will be made available to any **community member**, upon request.
- The Edinburg Common School will **share this policy** with local **Child Protective Services** (CPS) to ensure a common understanding of excused and unexcused ATED's and to work toward identifying and addressing cases of educational neglect.

## **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

The Board of Trustees recognizes that the absence of a stable living arrangement can have a devastating impact on educational outcomes for youth. In this regard and pursuant to the McKinney-Vento Homeless Assistance Act (1987), the district will:

- Appoint a McKinney-Vento liaison to identify and serve homeless students and their families. The liaison will provide public notice to homeless families and facilitate access to school services.
- Eliminate barriers to enrollment by enrolling students without immediate access to required documents.
- Eliminate barriers to attendance by assisting with transportation needs.
- Eliminate barriers to educational success by accepting homeless youth into a supportive and positive environment so they may achieve their maximum potential.

**BOARD OF TRUSTEES ANNUAL REVIEW OF COMPREHENSIVE  
ATTENDANCE POLICY**

The Board of Trustees will appoint an Attendance Officer annually who will be responsible for tracking attendance, contacting parents by phone, and coordinating with the building principal/superintendent.

The district will review yearly trends on student attendance records if needed and if such records show a decline in student attendance, the Board will revise the Comprehensive Attendance Policy and make any revisions to the plan it deems necessary to improve student attendance.

Cross ref:

4710, Grading Systems  
5151, Homeless Children  
5300, Code of Conduct  
5460, Child Abuse in a Domestic Setting

Ref:

42 USC §11432(g)(1)(I) (McKinney-Vento Homeless Assistance Act)  
Education Law §§1709; 3024; 3025; 3202; 3205-3213; 3225  
8 NYCRR §§104.1; 175.6  
Social Service Law §34-a

Adoption date:	December 10, 1998
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