

# **STUDENT ATTENDANCE**

The 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.

## ***Notice***

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents, teachers and administrators are notified of and understand this policy, the following procedures will be implemented.

- A plain language summary of this attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year.
- Parents will receive a plain language summary of this policy by mail at the start of the school year. Parents will be asked to sign and return a statement indicating that they have read and understand the policy.
- When a student is absent, tardy, or leaves early from class or school without excuse, designated staff member(s) will notify the student's parent(s) by phone and mail of the specific ATED, remind them of the attendance policy, and review ATED intervention procedures with them.
- An open house event will be held at the beginning of each school year to emphasize that every day of attendance counts, explain this policy, and stress the parent's responsibility for their ensuring their children's attendance.
- School newsletters and publications will include periodic reminders of the components of this policy.
- The district will provide a copy of the attendance policy and any 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 each school year to review the attendance policy to clarify individual roles in its implementation.
- Copies of this policy will also be made available to any community member, upon request.
- The district 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.

## ***Excused and Unexcused Absences***

Excused ATEDs are defined as absences, 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, or such other reasons as may be approved by the appropriate building administrator (including, but not limited to, absences due to circumstances related to homelessness).

All other ATEDs are considered unexcused absences.

All ATEDs must be accounted for. It is the parent's responsibility to notify the school office within 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.

### ***General Procedures/Data Collection***

- Attendance will be taken in the morning.
- All attendance information will be compiled and provided to the designated staff member(s) responsible for attendance.
- The nature of an ATED will be coded on a student's record.
- Student ATED data will be available to and must be reviewed by the designated school personnel in an expeditious manner.
- Where additional information is received that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.
- Attendance data will be analyzed periodically to identify patterns or trends in student absences. If patterns emerge, district resources will be targeted to understand and eliminate barriers to attendance.
- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early. A student will be considered chronically absent if they miss ten percent or more of the school year. Satisfactory attendance is missing five percent or less of school over the course of the year. If a pattern of ATED's for an individual student is identified a designated staff person(s) will follow-up in accordance with this policy.

### ***Online/Distance/Remote Learning***

Students learning remotely will need to show daily school participation, which is to be recorded by teachers and reported under the provisions of this policy. Such participation will vary depending on the type of remote learning taking place. This can include (***select as appropriate***: documented participation in online or virtual classes, completion of assignments, documentation of daily school activities and learning, or correspondence via online platform, email, and telephone). Teachers are also expected to pay particular attention to the educational progress of students learning remotely, and initiate appropriate interventions with the student and their family if a student does not show adequate engagement or growth.

### ***Attendance Incentives***

The district will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance. For example:

- Monthly certificates or other small rewards recognizing the classroom with the best attendance.
- Engaging students and families, determine whether systemic barriers to attendance exist for students, and develop solutions to remove those barriers.

### ***Consequences of Excessive ATEDs***

The attendance officer will contact the student's parents and the superintendent in the event that a student's record reveals excessive ATED's, excused and/or unexcused. Excessive ATED's is defined as: **15 total absences**. Attendance Officer will remind parents of the attendance policy, explain the ramifications of excessive ATEDs, stress the importance of class attendance and mail home the attendance letter for anything over 5 days absent and for every 5 thereafter. While the Superintendent and Attendance Officer work closely with our families to decrease the number of absences, students that have reached >15 days (legal or illegal) will be placed in the RTI program for services. Students will receive a minimum of 3 x 30-minute sessions per week to cover materials missed. Students will also be referred to the Homework Club when in session. Days >20 (legal or illegal) can be considered for Child Protective Service (CPS) or Person in Need of Supervision (PINS) reports.

Unexcused ATEDs may result in disciplinary action consistent with the district's code of conduct. Those penalties may include, for example or denial of the privilege of participating in or attending extracurricular events. However, absences related to homelessness will not result in negative consequences where the district determines that it would be in the best interests of the student in retaining the student in school.

In addition, the designated staff member will contact local Child Protective Services (CPS) if they suspect that the child is being educationally neglected. The designated staff member will provide CPS with the information necessary to initiate a report. If other staff members suspect education neglect, they must follow the procedures outlined in Board policy and regulation 5460, Child Abuse in a Domestic Setting, and advise the superintendent.

### ***Attendance/Grade Policy***

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student's final grade may be based on classroom participation as well as student performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused ATEDs will affect a student's class participation grade for the marking period.

In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity (i.e., music lessons, field trips), may arrange with their teachers to make up any work missed. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason.

All students with an excused ATED are expected upon their return to consult with their teachers regarding missed work.

Only those students with excused ATEDs will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. Make up opportunities must be completed by a date specified by the student's teacher for the class in question.

### ***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 will be collected 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 their child.** *Students may only leave when escorted by a parent/guardian.*

The early dismissal will be entered into SchoolTool 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.

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 8:00 AM.

**If arrival is after 8:00 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 SchoolTool as either **excused** or **unexcused**.

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

- Every 5 tardies would result in a letter sent home to parents or guardian.
- Parent conference after ten tardies in a marking period.

### ***ATED'S Effect n 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.

### ***Annual Review***

The Board will annually review building-level student attendance records and, if such records show a decline in student attendance, the Board will revise this 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

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