



Book	Policy Manual
Section	Series 5000 - Students
Title	Attendance Policy
Code	5100
Status	Active
Adopted	March 21, 2024
Last Revised	September 18, 2025
Prior Revised Dates	3/20/2025

ATTENDANCE POLICY

1. Objectives

The objectives of the Comprehensive Attendance Policy are:

- a. To accurately track the attendance, absence, tardiness and early departure of students to and from the school, and to work toward identifying and addressing cases of educational neglect;
- b. to ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
- c. to track student location for safety reasons and to account to parents regarding the location of children during school hours.

2. Definitions

Whenever used within the Comprehensive Attendance Policy, the following terms shall mean:

- a. Scheduled instruction: Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.
- b. Absent: The pupil is not present for the entire period of the pupil's scheduled instruction
- c. Tardy: The pupil arrives later than the starting time of the pupil's scheduled instruction..
- d. Early departure: The pupil leaves prior to the end of the pupil's scheduled instruction.
- e. Excused: Any absence, tardiness, or early departure for which the pupil has a valid school approved excuse. Such excused non appearance shall include: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, military obligations, absences approved in advance by the Principal, and other reasons as may be approved by the Commissioner of Education.
- f. Unexcused: Any absence, tardiness or early departure for which the pupil has no valid school approved excuse. Such unexcused non appearance shall include shopping trips to the local mall, family vacation, oversleeping, skipping class, and any other absence that is not excused.

3. Coding System

The following coding system shall be used to indicate the nature and reason for a pupil's missing all or part of scheduled instruction:

E = excused U = unexcused

A=Absence

D = early departure

S = suspended

T = tardy

I = illness
 F = family
 M = medical appointment
 T = travel
 H=Home Instruction Medical
 P= present tutored
 O = other

The time that the pupil arrived or departed will be recorded next to the entry code describing the nature and reason for the student missing all or part of scheduled instruction.

4. In order to encourage student attendance, the following shall apply:

Absences	Intervention
5 Days	<p>Teachers will review the student's attendance and contact will be made to the parent/guardian at this time. Documentation will be maintained in SMS.</p>
10 Days	<p><i>The student and/or parent shall be conferred with by designated school personnel regarding the problem in an effort to remediate the underlying problem.</i></p> <p><u><i>Suggested Options; to be documented as interventions:</i></u></p> <p><i>Parent/Teacher Conference</i></p> <p><i>Home Visit</i></p> <p><i>Outside Agency Support</i></p> <p><i>Counseling Resources Provided</i></p> <p><i>A 10 day letter will be sent home and logged into the interventions.</i></p>

	<ol style="list-style-type: none"> 1.) Administrator Contact 2.) Review Case for Educational Neglect <p><i>May Contact Outside Agencies for Support, examples....</i></p> <ul style="list-style-type: none"> ● <i>PrePins/Pins</i> ● <i>CPS</i> ● <i>Mental Health Resources</i> <ol style="list-style-type: none"> 3.) Send Copy of Letter to inform District Attorney; supported with attendance, discipline and report card documentation; include any logged interventions that have taken place 4.) Attendance Intervention
20 Days	

30
Days

1.) Official Attendance Letter

The copy of the attendance letter and a copy of the student attendance file with listed school based interventions must be sent together. This is a discretionary decision determined case by case

2.) Contact District Attorney

A copy of the student's attendance file (inclusive of all attendance letters and a copy of the information reflected on this template will be sent to the District Attorney.

3.) District Attorney Intervention

At that time, the district attorney will determine if the parent and/or guardian is criminally liable for not sending a child to school. 3 Year Probation or 1 Year in Jail Class A Misdemeanor - Criminally Liable for Endangering the Welfare of a Child

5. Disciplinary Procedures

The pupil may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detentions, in- school suspensions, and loss of extra-curricular privileges, as described in the Code of Conduct.

6. Incentives

District teachers shall work with the Building Principals to create and implement classroom based incentive programs for excellent attendance, including but not limited to additional privileges.

7. Intervention Strategy Development

The Building Principal shall meet each marking period with other administrators and teachers as the Principal determines necessary to review student attendance records, address identified patterns of unexcused pupil absence, tardiness and early departure, and review current intervention methods. Where the Principal determines that existing intervention policies or practices are insufficient, the Principal shall notify the Board of Education prior to its annual review of the building's attendance records, of both insufficient practices and any proposed changes needing Board approval to implement.

8. Counseling

The District shall provide consistent counseling to students with chronic attendance problems.

9. Class Absence

- a. An instance of "class absence" shall be a student's failure to be in class within 15 minutes after the start of class.
- b. An instance of "tardiness" shall be a student's arrival in class after class has started but less than 15 minutes after the start of class

10. Class Tardiness

- a. A student's arrival in class after class has started, but less than 15 minutes after the start of class is considered tardiness.

11. STUDENT RESPONSIBILITY AND COURSE CREDIT RELATED TO ATTENDANCE

- a. The success of the District's educational program is based upon the principle that regular class participation and contact between students and teachers is an essential part of the education process. As would be expected, the Board is concerned about student work that is missed due to absences. Therefore, in the interest of student achievement, there must be a concerted effort by both the students and their teachers to ensure students are able to complete their missed work and maintain high academic standing due to absenteeism
- b. Upon return from any absence, the student must be afforded the opportunity to make-up work that was missed. This work must be turned in to the teacher within 5 school days after return from the absence.
- c. When a student is absent for a third consecutive day, or when a student is diagnosed as having a potential long-term illness, the student or her/his parent or guardian should contact the building principal or her/his designee to discuss meeting the education needs of the student.
- d. The District believes that classroom attendance is related to and affects a student's performance and grasp of the subject matter and, as such, students are expected to attend all scheduled classes.

12. DATA COLLECTION and CORRECTION

- a. The Board of Education supports the process of collecting data not only for state aid purposes, but also for data analysis purposes in support of improving the overall attendance rate for the school district. When doing so, the following should be taking place for reasons reporting accuracy and school improvement
- b. The nature of each absence (full day, half day, tardy, early release, etc) shall be coded on individual student records. Attendance shall be calculated in conformance with the Commissioner's regulations relating to length of daily sessions for purposes of apportionment of state aid (8NYCRR 175.1)
- c. Where additional information is received from a student during a student-staff conference that requires corrections to be made to a student's attendance records, such correction shall be made immediately. Notice of such change shall be sent to the student's homeroom teacher, attendance officers and other staff designated by the building principal or the Superintendent.
- d. Attendance data shall be analyzed regularly by the building principal or her/his designee to identify patterns or trends in student absences.

13. Attendance Supervision Officer

The Board shall designate each building principal as the Attendance Supervision Officer for their school. The Attendance Supervision Officer is responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the Comprehensive Attendance Policy.