

COMPREHENSIVE STUDENT ATTENDANCE POLICY

In accordance with state law and regulations, it is the policy of the Tuxedo Union Free School District to ensure the maintenance of adequate attendance records verifying the attendance of all children at instruction and the creation of the means to examine attendance patterns so as to develop effective intervention strategies to improve 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 a course of action to determine where students are throughout the school day and to develop strategies and interventions to improve student attendance. For purposes of this policy, “parent” refers to parents, guardians, or other persons in parental relation to students.

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 shall be implemented.

- The schools 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.
- When a student is absent from class or school without excuse, designated staff member(s) will notify the student’s parent(s) by phone of the specific ATED, and remind them to provide a written excuse. When students are tardy or leave class or school without excuse, the school shall send notification to parents of the tardiness or early departure within one school day. A doctor’s note must be submitted to be considered an “excused” absence.
- The district will provide a copy of the attendance policy and any amendments thereto to faculty and staff in staff handbooks.
- All faculty and staff will meet at the beginning of each school year to review the attendance policy.
- Copies of this policy will also be made available to any community member, upon request.

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, school assigned field trip/ sponsored activity, impassable roads or weather, religious observance, quarantine, required court appearances, medical appointments, approved college visits, approved cooperative work programs, military obligations, or such other reasons as may be approved by the building principal.

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 at least 24 hours of the ATED and to provide a written excuse upon the student's return to school. If documentation is not provided within three (3) school days of his/her return to school, the absence will be recorded as unexcused.

Parental requests excusing their child from school for reasons not included above (i.e., to get a haircut, go shopping, go on a family trip/vacation or not stating a specific reason) are unexcused absences. Excuses that a student "overslept" or had "car trouble" are also unacceptable and will constitute an absence or tardy.

General Procedures/Data Collection

- Attendance will be taken as specified by state regulations (at the high school level (7-12), at the beginning of each period; at the elementary school level (K-6), at the beginning of each school day.
- All attendance information shall be compiled and provided to the designated staff member(s) responsible for attendance.
- The nature of an ATED shall be coded on a student's record.
- Student ATED data shall be available to and should 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. 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.
- Where consistent with other school practices, teachers and staff shall detain students in the hallways who are absent from a class period without excuse and refer the students to the Building Principal.
- 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 (10%) or more of the school year. Satisfactory attendance is missing five percent (5%) 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.

Attendance Incentives

The district may design and implement systems at the building level to acknowledge a student's efforts to maintain or improve school attendance, such as recognition and awards at quarterly, monthly, and/or yearly school meetings and ceremonies.

Consequences of Excessive ATEDs

The Principal or designated staff member(s) will contact the student's parents and pupil support personnel in the event that a student's record reveals excessive ATEDs, excused or unexcused. Excessive ATEDs is defined as five (5) consecutive absences or a pattern of absences. Such staff member(s) shall remind parents of the attendance policy, explain the ramifications of excessive ATEDs, and stress the importance of class attendance.

Unexcused ATEDs may result in disciplinary action consistent with the district's Code of Conduct.

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 educational neglect, they must follow the procedures outlined in Board policy and regulation and advise the District Attendance Officer.

Intervention Outreach for Excessive Absences / ATEDs

The following procedures are in place to deal with excessive absences (whether excused or unexcused):

a. Elementary School (K-6):

- i. 10 days absent/ATEDs – letter to parents;
- ii. 15 days absent/ATEDs – letter to parents, team meeting with parents and school personnel; student may be prohibited from any school-sponsored activity requiring them to miss class.
- iii. 20 days absent/ATEDs – letter to parents advising that a PINS petition may be filed and that Child Protective Services may be contacted on the grounds of educational neglect; a second team meeting with parents and school personnel; student may be prohibited from any school-sponsored activity requiring them to miss class.

b. High School (7-12):

- One Full Credit Course:
 - i. 10 days absent/ATEDs – letter to parents, team meeting with parents and school personnel and attendance reported to Superintendent; students may be prohibited from participating in any school-sponsored activity requiring them to miss class.
 - ii. 15 days absent/ATEDs – registered letter to parent with warning that course credit is in jeopardy and that the district may file PINS petition and contact Child Protective Services on the grounds of educational neglect if the student is under 16 years of age, second team meeting with parents and school personnel and attendance reported to Superintendent
 - iii. 20 days absent/ATEDs – student may lose credit for course consistent with the paragraph below on course credit, district will file a PINS petition and contact Child Protective Services on the grounds of educational neglect if the student is under 16 years of age.
- One Half-Credit Course:
 - i. 5 days absent/ATEDs – letter to parents, team meeting with parents and school personnel and attendance reported to Superintendent; students may be prohibited from participating in any school-sponsored activity requiring them to miss class.
 - ii. 8 days absent/ATEDs – registered letter to parent with warning that course credit is in jeopardy and that the district may file PINS petition and contact Child Protective Services on the grounds of educational neglect if the student is under 16 years of age, second team meeting with parents and school personnel and attendance reported to Superintendent
 - iii. 10 days absent/ATEDs – student may lose credit for course consistent with the paragraph below on course credit, district will file a PINS petition and contact Child Protective Services on the grounds of educational neglect if the student is under 16 years of age.

Attendance/Grade Policy

The Board of Education recognizes an important relationship between class attendance and student performance. Students are expected to attend all scheduled classes.

At the high school level, any student with more than ten (10) unexcused ATEDs for one-half year or twenty (20) unexcused ATEDs for a full year will not receive credit for that course. However, students with properly excused ATEDs may make up the work for each ATED, and those ATEDs will not count toward the minimum attendance standard. There is an appeal process for students who exceed these limits for extenuating circumstances.

To ensure that parents and students are aware of the implications of this minimum attendance requirement, the teacher or other designated staff member(s) will advise the student and contact the parent(s) by telephone and mail at appropriate intervals prior to the student reaching eight (8) or fifteen (15) unexcused ATEDs.

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 making up missed work.

Distribution of Policy

The Superintendent of Schools, at the discretion of the Board of Education, shall publish to the community information about the Districts Comprehensive Student Attendance policy. The policy shall be available and explained at student assemblies, at assemblies on open school nights (if any), and a plain language summary of the policy shall be prepared for distribution to parents/ guardians. Each teacher and new teacher(s), promptly upon hire, shall be provided with a copy of the policy and any amendments thereto. Copies of this policy shall also be maintained by the Districts Records Access Officer for issuance upon request by any interested party. A copy of the policy will also be made available on the school district website.

Annual Review

The Board shall annually review building-level student attendance records 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.

Revised: 08/18/16