

SYOSSET CENTRAL SCHOOL DISTRICT

STUDENT ATTENDANCE

Policy 5100

The Board of Education recognizes that regular school attendance is a major component of academic success. The Board of Education seeks to minimize the level of unexcused absences, tardiness, and early departures (hereinafter referred to 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.

The Superintendent of Schools or his/her designee will communicate the student attendance requirements set forth herein:

- The attendance policy will be mailed to the parents/guardians (or persons in parental relation to the student) in the School District calendar, will be made available via the School District's electronic student management system and will be reviewed with students at the start of the school year.
- Parents will be able to retrieve a plain language summary of this policy via the School District's electronic student management system, or by mail if the parent or guardian does not have Internet access.
- Parents/guardians (and/or persons in parental relation to the student) of a student entering the school district for the first time will be provided with a copy of this policy.
- Copies of this policy will also be made available to any community member upon request and at the buildings, and will be posted on the District Website.
- The principal of each building, or his/her designee, will be 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.
- A back-to-school event will be held at the beginning of each school year to explain this policy and stress the parent's responsibility for their child(ren) to attend school.
- School newsletters, publications and/or electronic communications will include periodic reminders of the components of this policy.
- The School 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.

Exempt, Excused and Unexcused Absence
Elementary

Exempt absences are those that are defined as necessary by the school, i.e. school field trips, music section. Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness, with accompanying parent's/guardian's note, death in the family, religious observance and court appearances. In school Excused ATEDs include absences excused by the Nurse. In school Exempt ATEDs include absences excused by teachers, school psychologist(s) or administrators and absences due to assignments to Alternate Educational Placements.

All other ATEDs are considered unexcused absences.

All ATEDs must be accounted for. It is the parent's/guardian's responsibility to call the school office the morning of the ATED and to provide written documentation upon the student's return to school.

Exempt, Excused and Unexcused Absence
Middle School Grades 6-7

Exempt absences are those that are defined as necessary by the school, i.e. school field trips, music section. Excused ATEDs are defined as absences, tardiness and early departures from class or school due to personal illness, with accompanying parent's/guardian's note, death in the family, religious observance and court appearances. If a student is absent three (3) or more consecutive days, a doctor's note will be required. In cases where a student has a recurring illness or medical condition, a parent or guardian may provide documentation to be kept on file and will not be required to provide a doctor's note for each occurrence. In school Excused ATEDs include absences excused by the Nurse. In school Exempt ATEDs include absences excused by teachers, school psychologist(s) or administrators and absences due to assignments to Alternate Educational Placements.

All other ATEDs are considered unexcused absences.

All ATEDs must be accounted for. It is the parent's/guardian's responsibility to call the school office the morning of the ATED and to provide written documentation upon the student's return to school.

Exempt, Excused and Unexcused Absence
Secondary 8-12

Exempt absences are those that are defined as necessary by the school, i.e. school field trips. Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness, with accompanying doctor's note, death in the family, religious observance, approved college visits by students in grades 11 and 12 where request includes proof of the planned visit in writing (which may include an email or letter from a college or university confirming attendance at an open house or scheduled visit to the school) and court appearances.

In school Excused ATEDs include absences excused by the Nurse. In school Exempt ATEDs include absences excused by a guidance counselor, teacher, school psychologist, or administrator and absences due to assignments to Alternate Educational Placements.

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 written documentation upon the student's return to school.

Tardiness

Students are expected to arrive to school and to all classes on time.

General Procedures/Data Collection

- Attendance will be taken during each class period in grades 6-12. In Grades K-5 attendance will be taken on a daily basis.
- At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the building principal or his/her designee.
- The nature of an ATED shall be coded on a student's record and indicate whether the ATED is Excused, Unexcused, or Exempt consistent with the following descriptions of Excused, Unexcused and Exempt absences.

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School Attendance Codes

Code	Description	Status	Excuse
AAD	ABS ALL DAY	A	U
ABC	ABS COURT	A	E
ABD	ABS-DTH FM	A	E
ABF	ABS - FAMILY	A	U
ABI	ABS - ILLEGAL	A	U
ABP	ABS -PARENT NOTE (K-7)	A	E
ABR	ABS RELIG	A	E
ABS	ABS - SICK	A	U
ABT	ABS - TRUANT	A	U
ABU	ABS - UNVERIFIED	A	
APL	ABS ALT EDUCATIONAL PLACEMENT	A	X
ASC	ALTERNATE STUDENT CENTER	A	X
AUP	ABSENT UNPREPARED FOR LESSON	A	U
CNS	COUNSELOR	A	X
CTS	CONSULTANT TEACHER SERVICES	A	X
CUT	ABSENT ILLEGAL (SECONDARY)	A	U
DL	DEVELOPMENTAL LEARNING	A	X
ED	EARLY DISMISSAL	E	U
EDR	EARLY DISMISSAL RELIGIOUS	T	E
ELL	ENGLISH LANGUAGE LEARNERS	A	X
FAM	FIELD TRIP AM	A	X
FPM	FIELD TRIP PM	A	X
FT	FIELD TRIP	A	X
HN	SENT HOME BY SCHOOL NURSE	E	E
IS	INSTRUCTIONAL SUPPORT	A	X
ISF	IN SCHOOL FUNCTION	A	X
LE	LATE EXCUSED	T	E
LF	LATE - FAMILY	T	U
LO	LATE - OTHER	T	U
LS	LATE -SICK	T	U
LSG	LEFT SCHOOL GROUNDS	A	U
LT	LATE	T	E
MD	ABSENT DOCTORS APPT/NOTE	A	E
MDH	MEDICAL HOME INSTRUCTION	A	X
MUS	MUSIC SECTION	A	X
NA	NON ATTENDANCE PERIOD	A	X
NRS	NURSES OFFICE	A	E
OSS	OUT OF SCHOOL SUSPENSION	A	X

Status Codes
A = Absent
T = Tardy
E = Early Dismissal

Excuse Codes
E = Excused
X = Exempt
U = Unexcused
Blank = Unknown

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OT	OCCUPATIONAL THERAPY	A	X
PT	PHYSICAL THERAPY	A	X
SPC	SPEECH	A	X
SWP	SW/PSYCH	A	X
TST	TESTING	A	X
XAD	EXCUSED BY ADMINISTRATOR	A	X
XT	EXCUSED BY TEACHER	A	X
ACV	ABS - APPROVED COLLEGE VISIT	A	E

*See policy for specific information on these absences or lateness categories.

- Student ATED data shall be available to and will be reviewed by the building principal or his/her designee.
- 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 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.
- Continuous monitoring will be conducted by the Building Principal or his/her designee to identify students who are absent, tardy, or leave class or school early.
- For homeless students, the homeless liaison, if necessary, will assist the student in obtaining proper documentation concerning the student's return to school following an excused absence. If a student will be leaving school prior to the end of the day, a parent or legal guardian (a) must provide prior written approval for a student to leave school early or (b) the parent or legal/guardian must contact the school to advise the main office that the student will be signed out of school early.

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, but is not limited to, 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 Interventions/Strategies

Prior to the denial of course credit and in the event student absences place the student in jeopardy of being denied course credit, the School District will implement intervention strategies to address identified patterns of student absence, tardiness, early departure, and/or attendance problems. These may include, but are not limited to:

- Monthly Infinite Campus Attendance Reports by grade level reviewed by Administrator and Guidance Counselor
- Student meetings with Teacher/ Coordinator/ Administrative Assistant/ Guidance Counselor
- Parent meeting with Guidance Counselor and Administrative Assistant
- On-line monitoring with real-time attendance available to parents via the Parent Portal
- Response to Intervention Strategies Attendance/Behavioral Intervention process (detention/ASC)
- Close monitoring of attendance and lateness; teacher phone contact for a specific class; attendance secretary phone contact to follow-up late arrival to school
- Follow-up of attendance/lateness patterns by Administrators, Counselors, and/or Nurse. Follow-up includes:
 - Meetings with Students;
 - Additional phone contact with parents;
 - Letters to parents;
 - Parent meetings, if necessary.

Attendance Incentives

The School District will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance. These may include, but are not limited to:

- At the classroom levels, teachers are encouraged to assign special responsibilities (distribute and collect materials, lead groups, assist the teacher, etc.) to students who may need extra motivation to come to school
- Report Card comment for quarterly perfect attendance
- Comments for perfect attendance/no tardiness added to report card for each class or for all classes
- Congratulatory letter for obtaining perfect attendance

Consequences for Absences

Secondary 8-12

Designated staff member(s) will contact the student's parents and the student's guidance counselor when attendance issues arise. Such staff member(s) shall remind parents of the requirements for attending school pursuant to this policy. In addition, the staff member will explain the ramifications associated with absence from school and, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation.

Attendance/Grade Policy

Secondary 6-12

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

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

At the middle and high school level, any student who has more than seven (7) absences in a marking period or has more than four (4) absences for a course meeting on alternating days may receive a grade of "I" (incomplete). For the purposes of quarterly grades these absences are not cumulative from one marking period to another.

Assigned activities will be provided to students in order to alleviate class participation deficiencies. A student will be given up to ten (10) school days from the official end of the marking period to successfully complete the make-up assignment. Completion of the assigned activity means the absence will not be counted against the student for purposes of determining the student's eligibility for course credit.

Attendance/Awarding of Credit

Secondary - All Credit Bearing Courses

When a secondary student (grades 8 through 12) exceeds a cumulative total of twelve (12) unexcused absences in a credit bearing course he/she will not receive credit for a full year course. Students exceeding a cumulative total of six (6) unexcused absences will not receive credit for a half-year course or an alternate day course.

Properly excused student absences shall not be counted as an absence for the purpose of determining the student's eligibility for course credit. Unexcused lateness or early departures will count as unexcused absences.

Information will be available for parents by electronic communication or by mail regarding their child's cumulative absences. This attendance notice will report the student's absences period by

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period. If a student exceeds a cumulative total of twelve (12) unexcused absences for a full year course, or six (6) unexcused absences for a half year or alternating day course, the guidance counselor will meet with the student to make any necessary adjustments to the student's schedule.

Middle School Regents Courses Attendance Policy

The high school minimum Attendance Policy shall apply to all students taking Regents courses in the middle school.

Summer School Attendance

Students are expected to attend all scheduled classes. When a student in a credit-bearing summer school course exceeds a cumulative total of three (3) absences he/she will not receive credit for that course. An absence is defined as missing more than 15 minutes of a class and one-half (1/2) absence is defined as missing up to 15 minutes of a class.

Appeal Process

A written appeal may be made to challenge the accuracy of the record of the student's attendance in a particular course or on the basis of extenuating circumstances. The written appeal together with any supporting documentation must be filed no later than ten (10) school days from the date of the initial denial of course credit with the Superintendent of Schools, provided, however, that the Superintendent may designate another administrator to review and decide the appeal. The decision on appeal shall be issued within five (5) school days of filing. The decision of the Superintendent of Schools or his/her designee shall be final and appealable only to the New York State Commissioner of Education pursuant to §310 of the Education Law.

Annual Review

The Board of Education shall provide for the annual review of the building-level student attendance records. The Board of Education shall annually review this comprehensive attendance policy and make any revisions to the plan it deems necessary.

Ref: Education §§1709, 3024; 3025; 3202; 3205 et seq
8 NYCRR 104.1; 175.6

Cross Ref: 5300 Code of Conduct

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