

VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY FOUR

STUDENT ATTENDANCE

Policy 5113

The School District recognizes the importance of regular school attendance. The School District expects full attendance by all students. Every student must observe attendance requirements in accordance with the compulsory attendance provisions of the New York State Education Law, the Rules and Regulations of the Commissioner of Education, the Administrative Regulations of the Board of Education, and the Code of Conduct (Policy 5131). Parents, guardians and/or other persons having control or custody of a student are responsible for regular and punctual attendance.

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.

Notice of Policy and General Provisions:

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

- The parents/guardians will receive a plain language summary of this policy at the start of each 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 of a student entering the school district for the first time will be provided with a copy of this policy.
- The School District will provide all teachers and staff with a copy of the policy and any amendments to it as soon as possible after the policy is implemented or amended. The School District will also provide all new teachers with a copy of this attendance policy upon initial employment.
- Copies of this policy will be made available to any community member, upon request, and will be posted on the School District’s website.
- The school nurse will call the home of the parent/guardian to report unexcused ATEDs.
- Parents/guardians are requested to call the school nurse’s office when the student will not be in attendance. The School Nurse will compare the attendance roster with the list of parents/guardians reporting absences.
- Attendance will be taken in each classroom and special area subject at the beginning of each school day.
- Each teacher is required by the New York State Education Department to keep an accurate record of every student’s attendance. Entry will be made on the student’s

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record as to whether the student was absent, tardy or departed early and whether the same was excused or unexcused.

- The principal of each building, or their designee, will be responsible for reviewing student attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with this policy.
- Student attendance records will be monitored and analyzed to identify trends in a student's attendance.

Exempt, Excused and Unexcused Absence

Exempt absences are those that are defined as necessary by the school, i.e. school field trips, music section. Excused ATED's are those ATED's due to personal illness, death in the family, impassable road or weather, religious observance/obligations, quarantine, required court appearances, medical appointments, approved visits, family emergencies or other reasons as may be approved by the Superintendent of Schools. ATED's are not excused if they do not meet any of the above criteria.

In order to be considered an excused absence, the parent/guardian must, on the day of the absence, call the school nurse's office where the child attends to advise that their child will not be in attendance. The parent/guardian must also provide a written excuse upon the student's return to school. Students who are absent more than three (3) consecutive days or more than five (5) days in a month are to obtain from the school nurse clearance to 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 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 their 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.

School Attendance Codes			
Code	Description	Status	Excuse
AAD	ABS ALL DAY	A	U
ABC	ABS COURT	A	E
ABD	ABS-DTH FM	A	E

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School Attendance Codes			
Code	Description	Status	Excuse
ABF	ABS - FAMILY	A	U
ABI	ABS - ILLEGAL	A	U
ABP	ABS -PARENT NOTE	A	E
ABR	ABS RELIG	A	E
ABS	ABS - SICK	A	E
ABQ	ABS - Quarantine	A	E
ABT	ABS - TRUANT	A	U
APL	ABS ALT EDUCATIONAL PLACEMENT	A	X
ASC	ALTERNATE STUDENT CENTER	A	X
CNS	COUNSELOR	A	X
CTS	CONSULTANT TEACHER SERVICES	A	X
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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School Attendance Codes			
Code	Description	Status	Excuse
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

*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 their 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 each building principal or their 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

Classroom teachers will report incidents of unexcused absence or lateness to the school nurse, who will initiate contact with the student's parent/guardian. If the absence or lateness is not excusable, the Building Principal will be notified. If another incident of unexcused absence or lateness occurs in the same marking period, the Principal will notify the school social worker, who will make every effort to discuss the reasons with the parent/guardian. If the unexcused absence or lateness continues, the Principal will convene a meeting of the building's child study team to evaluate the student's record. A parent conference with the Principal, social worker, child, parent/guardian will be arranged. Absences related to homelessness will not result in negative consequences where the District determines that those consequences would not be in the best interests of the student.

Where a staff member suspects that a child is being educationally neglected, they must follow the procedures outlined in Board Policy 5200, Child Abuse, Maltreatment or Neglect Outside the Educational Setting and advise the Building Principal.

A student must be in attendance at school for at least half of the school day in order to participate in any extra-curricular activities on that day, unless the student's attendance has been excused by the Superintendent of Schools.

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; or
- Congratulatory letter for obtaining perfect attendance

Appeal Process

A written appeal may be made to challenge the accuracy of the record of the student's attendance 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 notification from 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 their designee shall be final and appealable only to the New York State Commissioner of Education pursuant to §310 of the Education Law.

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Annual Review

The Board of Education shall provide for the annual review of the building-level student attendance records. If the records show a decline in student attendance, the Board of Education will revise this comprehensive attendance policy and make any revisions to the plan deemed necessary to improve student attendance.

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

Cross Ref: 5131 Code of Conduct
Board Policy 5200, Child Abuse, Maltreatment or Neglect Outside the Educational Setting

Adoption Date: April 26, 1984

Revised: December 16, 1993

Revised: April 24, 2007

Revised: May 24, 2017 (consolidating Policies #5113.1, #5113.2, #5110.4, #5114)

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