

ISLIP PUBLIC SCHOOLS STUDENT ATTENDANCE POLICY

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 reduce the current level of unexcused absences, tardiness, and early departures (referred to in this policy as “ATEDs”), encourage full attendance by all students, maintain an adequate recordkeeping system, identify patterns of student ATEDs and develop effective intervention strategies to improve school attendance.

NOTIFICATION

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 attendance policy will be included in student planners, handbooks, and on the District webpage (www.islipufsd.org) where appropriate, and will be reviewed with students at the start of the school year.

Parents will receive a plain language summary of this policy 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. (Tacit approval is realized when a parent does not return this signed statement within the prescribed timeframe.)

Designated staff members will contact parents/guardians regarding attendance concerns and suggested proactive interventions.

School newsletters, publications, and District webpage (www.islipufsd.org) will include periodic reminders of the components of this policy.

The District will provide a copy of the attendance policy and any amendments to faculty and staff. New staff members will receive a copy upon their employment.

Faculty and staff will review this policy and their individual roles and responsibilities at the beginning of each school year.

Copies of this policy will be made available to any community member through the District webpage (www.islipufsd.org) and upon request.

EXCUSED AND UNEXCUSED ABSENCES

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics,

approved school-sponsored activities, approved college visits, approved work programs, military obligations, or such other reasons as may be approved.

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.

GENERAL PROCEDURES/DATA COLLECTION

Attendance will be taken during each class period in the Middle School and High School. For the elementary schools, K-5 attendance will be taken at the beginning of the school day. All attendance information shall be compiled from the student management system and forwarded to the appropriate staff member responsible for attendance.

The nature of the ATED shall be coded on the student's record according to accepted district recording procedures.

Student ATED data shall be available to and should be reviewed by the principal or designated school personnel, in an expeditious manner, to identify patterns or trends in student absences.

Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early.

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 any changes will be sent to the appropriate school personnel.

ATTENDANCE INCENTIVES

The District encourages and supports each building's efforts to design and implement systems to acknowledge a student's efforts to maintain or improve attendance. (See 5100-R, E. Attendance Incentives.)

DISCIPLINARY CONSEQUENCES

Unexcused ATEDs will result in disciplinary action (see 5100-R, D. Disciplinary Action) consistent with the District's Code of Conduct. In addition, parents/guardians will be contacted by designated staff members to review attendance policy, explain the ramifications of absences, tardiness, and early departures, stress the importance of school/class attendance, and discuss appropriate strategies to correct the situation.

Disciplinary consequences can include, but are not limited to:

- Parent contact
- Parent/teacher conference
- Detention
- Suspended from participating in after-school activities or sports

ATTENDANCE/GRADE POLICY

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

Students who are unable to attend school or 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 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.

Students with excused ATEDs and those students with unexcused ATEDs, except for reasons of truancy and/or cutting, 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 overall final grade for the marking period. These students are expected, upon their return, to consult with their teachers regarding missed work. Make-up opportunities must be completed by a date specified by the student's teacher for the class in question.

BUILDING-LEVEL REVIEW

Building principals are responsible for implementing this student attendance policy at the respective school level. Included in this designation is the responsibility to review student attendance data periodically, as well as annually, and take the action steps necessary to improve student attendance.

BOARD OF EDUCATION 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 revisions to the plan as it deems necessary to improve student attendance.

Cross-ref: 1741, Relations with “Home Schools”
4321, Programs for Students with Disabilities Under IDEA and Article 89
4327, Homebound Instruction
4710, Grading Systems
5161, Truancy and Tardiness

Ref: Education Law §§ 1709, 3024, 3025, 3202, 3205-3213, 3225
8 NYCRR §§104.1, 175.6

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