



# ISLIP PUBLIC SCHOOLS

## District Attendance Policy

2023-2024

215 Main Street

Islip, NY 11751

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## **Attendance Policy**

Every student has the right to educational opportunities that will enable the student to develop to his or her fullest potential. Attendance policies are based on the principle that regular school attendance maximizes the student's interaction with his or her teachers and peers and is a major component of academic success. Consistent school attendance increases student achievement and reduces dropout rates. Therefore, attendance policies that provide for the early identification of attendance problems and effective methods to address them are most likely to succeed. Successful implementation of any attendance policy requires cooperation among all members of the educational community, including parents, students, teachers, administrators, and support staff.

We believe that frequent pupil absence from regular classroom learning experiences disrupts the continuity of the instructional process. The benefit of regular classroom instruction cannot be entirely regained, even with participation in extra after-school instruction. Consequently, many pupils who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. Often times pupils in these circumstances are able to achieve only mediocre success in their academic program. The entire educational process requires a regular, consistent order to reach the goal of maximum educational benefits for each child. The regular interaction of pupils with one another in the classroom, and their participation in well-planned instructional activities under the tutelage of competent teachers, are vital to this purpose.

## **Public Notice Regulation**

The complete attendance policy and regulation (Policies 5100 and 5100-R) may be found in the [District's Online Policy Manual](#). At the beginning of each school year, parents will be asked to sign and return a Parent Verification/Permission Card which will be sent home in your child's elementary "back-to-school" packet, or distributed to your child at the beginning of the school year if he/she attends the Middle School or the High School. Your signature indicates that you have read and understand the policy. It will be reviewed with students at the start of each school year.

All faculty and staff will review the attendance policy annually and clarify individual roles in its implementation.

School newsletters and publications will include periodic reminders of the components of this policy.

## **General Procedures**

When students are not in attendance, absences are noted and monitored. In accordance with the District's Code of Conduct policy, a system of incremental interventions has been designed and will be implemented as needed.

**Absence (K-12)** - *When a student is not in attendance for all or part of the school day.*

Parent/guardian must contact school immediately to report an absence. If no call is made, the nurse or designee shall attempt to call the home of the absent student.

Children are responsible for all work missed.

**Tardy to School (K-12)** – *Student is not on time to school.*

Students must sign in at each designated school office (nurse or attendance office) with a note explaining tardiness.

Student's reason for tardiness will be assessed (excused or unexcused) as per policy definitions.

Designated staff at each level will follow a system of incremental interventions.

**Cutting (Grades 6-12 only)** – *Student is in attendance for the day and chooses not to attend class(es).*

Designated staff at each level will follow a system of incremental interventions.

**Late to Class (Grades 6-12 only)** – *Student is not on time for a particular class.*

The student's classroom teacher will address lateness to class.

A system of incremental interventions will be implemented.

## **MAKING UP WORK – EXCUSED OR UNEXCUSED**

It is the responsibility of a school district to educate its students as effectively as its resources permit. Responsibility also rests with the student and, to some degree, the student's family.

Students with excused absences, tardiness, and early departures will be given the opportunity to make up a test or other missed work and/or turn in an assignment late for inclusion in their final grade. Upon their return, students must consult with their teacher(s) regarding missed work and expected completion dates.

Students with unexcused absences, except truancy and cutting, will also be given the opportunity to make up the work upon their return for inclusion in their final grade, in accordance with the procedures established by the classroom teacher.

### **JUST A REMINDER**

**A percentage of a student's grade at the secondary level is based on class attendance.**

## **VACATIONING STUDENTS**

Islip Public Schools believes that a student's presence in class is most important. Regular school attendance maximizes the student's interaction with his/her teachers and peers and is a major component of academic success.

Students who go on vacation when school is in session will miss introductory and follow-up explanations of concepts and procedures provided by the teacher. All assignments are designed to follow lessons provided by the teacher. Even when work is made up, it does not replace the value of the teacher's instruction in the classroom.

Absences due to family vacations are considered unexcused absences. As mentioned above, for unexcused absences, students can make up the work upon their return. This work will be included in their final grade in accordance with the procedures established by the classroom teacher. Families are encouraged to take vacations when school is not in session.

## REVISED POLICY CHANGES

1. The system of possible interventions/consequences for excessive absences, cutting classes, or tardiness have been specifically listed in the policy.
2. Attendance information will be compiled in the student management system and then reviewed by the appropriate staff member in order to identify patterns in student absences.

The complete attendance policy and regulation (Policies 5100 and 5100-R) is available to students and parents via the [District's Online Policy Manual](#).

## FREQUENTLY ASKED QUESTIONS

1. *When do I need a doctor's note?*  
You must provide medical documentation from a licensed professional when a pattern of repeated attendance infractions that extend beyond the proper limit or degree is established.
2. *What is a school-sponsored activity?*  
A school-sponsored activity is an activity that is related to the instructional program of the Islip Public Schools (e.g., music lessons, field trips, competition, etc.)
3. *What is considered an excused absence?*  
Excused absences are defined as absences due to personal illness, death in the family, impassable roads, religious observation, attendance at a health clinic, approved school-sponsored activity, approved college visits, approved work program, or any other reason approved by the building administrator.

PARENTS CAN ACCESS THEIR CHILD'S ATTENDANCE THROUGH THE [PARENT PORTAL ON INFINITE CAMPUS](#).

*Learning builds day by day. A child who misses a day of school misses a day of learning.*

# ISLIP PUBLIC SCHOOLS

## Islip High School

Dr. Lara Gonzalez, Principal  
Attendance Office – 631-650-8310

## Islip Middle School

Dr. Timothy Martin, Principal  
Attendance Office – 631-650-8510

## Elementary Schools

Commack Road Elementary School

Principal

Attendance Office – 631-650-8610

Sherwood Elementary School

Ms. Briana James, Principal

Attendance Office – 631-650-8660

Wing Elementary School

Ms. Catherine Glaser, Principal

Attendance Office – 631-650-8450

## **Tips to Improve Your Child's School Attendance**

- Talk to your child about the importance of attending school regularly.
- Avoid scheduling family trips or doctor appointments during school hours.
- Make sure your child stays healthy by eating nutritious food and getting enough sleep and exercise.
- Support school rules and consequences for cutting class and being late.
- Don't accept excuses for why your child "must" miss or be tardy for school.
- Show your child why education is important. Give specific examples of how education helps people succeed.
- Lead by example. If children see parents taking off work for no real reason, they may expect to be able to do the same.