

**NORTH SALEM CENTRAL SCHOOL DISTRICT  
NORTH SALEM, NEW YORK**

**ATTENDANCE POLICY  
SEPTEMBER 2009**

Adopted by the Board of Education July, 2002  
Re-Adopted by the Board of Education August, 2005  
Re-Adopted by the Board of Education July, 2007  
Re-Adopted by the Board of Education July, 2008  
Re-Adopted by the Board of Education July, 2009

## INTRODUCTION

The Board of Education recognizes that regular school attendance is a vital component of academic success. Through implementation of this policy, the Board expects to reduce the level of unexcused absences, tardiness, and early departures, encourage full attendance by all students, maintain a comprehensive attendance record keeping system, identify patterns of student absences and develop effective intervention strategies to improve school attendance.

This policy's success is contingent on the fact that all members of the school community are aware of 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 handbooks and will be reviewed with students at the start of the school year.
- Parents will receive a copy 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.
- When a student is absent, tardy, or leaves early from class or school without excuse, the Administration will notify the student's parents by mail, remind them of the Attendance Policy, and enact any disciplinary and intervention strategies as needed.
- School newsletters and publications 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 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.

### **EXCUSED AND UNEXCUSED ABSENCES**

Excused absences, tardiness and early departures from class or school are due to:

- College visits
- Illness
- Religious observance
- Field trips
- Court appearances
- Attendance at a health care practitioners' appointment
- Attendance at a funeral
- Impassable roads
- Driver road test
- School sanctioned work release programs, i.e. OPTIONS, work study, career exploration, BOCES
- Guidance appointments when requested by counselor
- Health office visit
- Special circumstances (parent initiated contacts will be considered)

All other absences are considered unexcused. Teachers are not required to make up work or tests for students with unexcused absences.

All absences must be accounted for. It is the parent's responsibility to notify the school by calling 914-669-5414. (PQ, call the school nurse, middle/high school, call the Attendance Office).

### **ATTENDANCE PROCEDURE/DATA COLLECTION**

- Attendance will be recorded at least once daily for students in grades K-5.
- If students are dismissed for lunch or recess, attendance will be recorded a second time upon the student's return.
- Attendance will be taken during each class period (secondary).
- The nature of an absence shall be coded on a student record.
- Students attendance data will be available to be reviewed by designated school personnel.
- Attendance data will be analyzed regularly to identify patterns in student absences.
- Continuous monitoring will be conducted to identify students who are absent, tardy or leave class or school early.

- A student will be credited with a full day's attendance at PQ if the student arrives by noon.
- A student will be credited with a full day's attendance at the middle/high school if the student arrives by homeroom. Students wishing to participate in extra and co-curricular activities must be in attendance for seven (7) full periods. (Administrative review available for special circumstances).

### **DISCIPLINARY CONSEQUENCES**

Unexcused absences will result in disciplinary action consistent with the District's Code of Conduct. Those penalties may include detention or in-school suspension. Students may also be denied the privilege of participating in extra-curricular activities.

In addition, students parents and guidance counselors will be contacted regarding unexcused absences.

### **ATTENDANCE INTERVENTION SERVICES**

Student attendance will be closely monitored. The activation of a *proactive attendance intervention system* will be triggered by specific attendance benchmarks. These benchmarks and specific intervention services are listed below.

- Five (5) daily or period absences in one quarter - letter home
- Ten (10) absences in one quarter - Parent conference
  - Plan for success developed
  - Follow-up conferences

### **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.

**DISTRICT ATTENDANCE POLICY**

I have read the North Salem Central School District Attendance Policy and agree to abide by its terms. Please sign this form and return it to the student's homeroom teacher.

STUDENT NAME (PLEASE PRINT) \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

GRADE \_\_\_\_\_

PARENT NAME (PLEASE PRINT) \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_