



Spencer-Van Etten Central School District

Student Attendance Policy

Statement of Overall Objectives

The School District has developed this Comprehensive Student Attendance Policy to meet the following objectives:

- a. To accurately track the attendance, absence, tardiness and early departure of students to and from the school;
- b. To ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
- c. To identify attendance patterns;
- d. To track student location for safety reasons and to account to parents regarding the location of children during school hours;
- e. To verify that individual students are complying with education laws relating to compulsory attendance;
- f. To accurately record daily attendance for State aid purposes.

Description of Strategies to Meet Objectives

The School District will:

- a. Maintain accurate record keeping via a Register of Attendance to record attendance, absence, tardiness or early departure of each student.
- b. Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems.
- c. Develop early intervention strategies to improve school attendance for all students.
- d. Review on an annual basis the Comprehensive Student Attendance Policy and the student attendance data and recommend any changes.

Determination of Excused and Unexcused Absences, Tardiness and Early Departures

The School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards.

- a. Excused: An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education.
- b. Unexcused: An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, haircut, obtaining learner's permit, road test, oversleeping).

Student Attendance Data/Data Collection

Attendance shall be taken and recorded in accordance with the following:

- a. For students in kindergarten through grade five (i.e., self-contained classrooms and supervised group movement to other scheduled school activities such as physical education in

the gym, assembly, etc.), such student's presence or absence shall be recorded after the taking of attendance once per school day, provided that students are not dismissed from school grounds during a lunch period.

b. For students in grades six through twelve, each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction or supervised activity except that where students do not change classrooms for each period of scheduled instruction, attendance shall be taken in accordance with paragraph "a" above.

c. Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

d. In the event that a student at any instructional level from kindergarten through grade twelve arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

Student Attendance

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, student absences, tardiness, and early departures may affect a student's grade.

Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed. Attendance at schoolsponsored events where instruction is substantially equivalent to the instruction that was missed shall be counted as the equivalent of regular attendance in class. Upon returning to school following an absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher.

Notice of Students who are Absent, Tardy or Depart Early Without Proper Excuse

If a student has been marked as absent for the first period of scheduled instruction and the school has not been previously notified of the absence, the district shall attempt to contact the student's parent(s) or person in parental relation to learn the reason for the student's absence and/or notify the parent that the student has not arrived at school.

Attendance Incentives

The school principal and staff shall create and implement school and classroom-based incentive programs for excellent attendance.

Disciplinary Consequences

A student may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure.

Intervention Strategy Process

Each marking period, the Building Principal with other administrators and teachers as the Principal determines necessary to review student attendance records, address identified patterns of unexcused pupil absence, tardiness and early departure, and review current intervention methods.