

## Absence Reporting Procedures

It is important that students are punctual and attend school daily. If, under certain circumstances, students are not able to attend school for the day, **a parent or person in parental relation is expected to call the attendance office prior to the first period of class and report the absence and reason for absence.**

Written or verbal notice will be given to parents or persons in parental relation when a child is absent, tardy, or leaves early without proper excuse.

## Sign In Procedure

**It is expected that all persons in parental authority for all kindergarten through eighth grade students sign their students in or out of school.** Students in grades nine through twelve may sign in or out of school provided they have a signed note from their parent/guardian.

## Attendance Incentives

In order to encourage student attendance, the district honors and recognizes excellent school attendance through a variety of school activities such as certificates of recognition.

A student will have perfect attendance when he/she is present for **each and every day of school** and has **no instances of unexcused tardiness or dismissal from school.** A student who is on an *approved* educational field trip will be considered in attendance for the purpose of determining perfect attendance awards.

## Attendance Sanctions/Consequences

Unexcused absences, tardiness and early departure may result in disciplinary sanctions. Parents will be notified via phone call, face-to-face contact, or by letter of the current district attendance policy, school procedures/interventions, and the specific attendance issue that their child has exhibited when sanction is enforced.

## School Review of Attendance/Records

The school principal will work in conjunction with the school attendance clerk and other designated staff in reviewing attendance records at the end of each attendance period.

## Attendance Committee and Interventions

Each school will have a school administrator appoint an attendance committee. This committee meets at least once per attendance period to review student attendance and plan for interventions.

## Appeal Process

A parent/person in parental relation may request a school level review of their child's attendance record.

## Board of Education Annual Review

The Board of Education will annually review student attendance records, and review and revise the Comprehensive Attendance Policy if deemed necessary.

For more information about Spencerport's Comprehensive Attendance Policy, please talk to the teacher or principal at your child's school. You are encouraged to review the full attendance policy or regulation, which is available in the office of your school. It is also available on the district's Web site: [www.spencerportschools.org](http://www.spencerportschools.org)



# Comprehensive Attendance Policy



**GUIDELINES TO SUCCESS**

## 2023-2024

**Spencerport  
Central School District**

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(585) 349-5000



## **Comprehensive Attendance Policy: Why do we need one?**

School attendance is both a right and responsibility. The school district is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the district recognizes that consistent school attendance influences academic success and school completion, the district will maintain, review and revise the Comprehensive Student Attendance Policy to meet the following objectives:

- To increase school completion for all students;
- To raise students achievement and close gaps in student performance;
- To identify attendance patterns in order to design attendance improvement efforts;
- To know the location of every student for safety and other reasons;
- To ensure that individual students are complying with education laws relating to compulsory attendance.

### **Strategies to Meet Objectives**

The Spencerport School District will:

- Create and maintain a positive school culture by fostering a positive physical and psychological environment where the presence of strong adult role models encourages respect and nurturing interactions between adults and students.
- Maintain the Comprehensive Student Attendance Policy based upon recommendations of a district committee that has a broad base of membership.
- Hold at least one public hearing prior to the adoption of the revisions to the Comprehensive Attendance Policy.
- Accurately maintain a register of attendance to record attendance, absence, tardiness or early departure of each student.
- Use data for tracking trends in individual student attendance or group attendance issues.
- Develop early intervention strategies to improve school attendance for all students.

## **Attendance, Tardiness and Early Departure**

Based upon our district's education and community needs, values and priorities, the Board of Education has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards:

- **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in family, impassable roads due to weather, religious observance, quarantine required court appearance, attendance at health clinic, approved college visit, approved cooperative work programs, military obligations, medical or dental appointments, or administrative approval/emergency situations that prevent a student from attendance, or other such reason as may be approved by the Board of Education.
- **Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for lack of attendance does not fall into the above categories.

### **Extended Illness**

Students who have extended illness, ten or more consecutive days, will be provided with tutoring per district tutoring regulations, and will not be counted as absent during the extended illness provided alternate instruction is provided. A request for tutoring should be completed by the person(s) in parental authority. In addition, a doctor's signature is required. Forms may be obtained at each school's main office or at the web site, [www.spencerportschools.org](http://www.spencerportschools.org).

### **Truancy and Tardiness**

Any student not in his/her assigned homeroom or first period class within five minutes after the start of the scheduled school day is considered either absent or tardy. Furthermore, for grades 6-12, attendance is taken each class period.

**Students absent without prior knowledge and consent of a parent or person in parental authority are considered truant, an unexcused absence.**

Truancy will be dealt with as outlined in the district's Code of Conduct.

## **Early Dismissal of Students**

The school district is responsible for the safety of each student during the school day; therefore, no student without parental and school administrator or designee's permission may leave the school during the student school day.

Permission to leave early is granted under the following circumstances:

- a) Illness during the school day
- b) Prior parental permission (a note must be provided to the homeroom teacher and/or school's main office);
- c) Participation by seniors in the Parental Exit Privilege.

### **Student Attendance Recordkeeping/Data Collection**

A record of each student's presence, absence, tardiness and early departure shall be kept in a register of attendance. An absence, tardiness, or early departure will be entered as "excused" or "unexcused" along with the district code for the reason.

Attendance records shall also indicate the date when a student withdraws from enrollment or is dropping from enrollment in accordance with Education Law Section 3202 (1-a).

### **Student Attendance/Course Credit**

The Board of Education believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in the student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work. Consequently, for each marking period a certain percentage of a student's final grade may be based on classroom participation.

Students are expected to attend all scheduled classes. **Unexcused student absences, tardiness, and early departures will not affect a student's grade for classroom participation for the marking period.**