E. **Tardiness and Early Departure:** A student shall not arrive late to or depart early from school except in cases where such is deemed "excused." In cases when a student arrives ten (10) minutes after the start of the school day, departs ten (10) minutes after the start of the school day, and such lateness or departure is deemed unexcused, the following procedure will be followed:
   a. Student is tardy or leaves school early (unexcused) a combined total of 10 times-letter of notification to parent/guardian; meeting with student, parent/ guardian, building principal and other school support staff as necessary (Instructional Support Team, social worker, school nurse, school resource officer, psychologist, etc.).
   b. Student is tardy or leaves school early (unexcused) a combined total of 15 times-letter of notification to parent/guardian that PINS diversion may be filed; additional meetings as directed by principal.

**Middle School (6-8)**

A. Student accumulates 10 unexcused absences from individual class or entire day-letter of notification/phone call to parent/guardian.
B. Student accumulates 15 unexcused absences from individual class or entire day-letter of notification/phone call to parent/guardian, meeting with student, parent/ guardian and school staff, student referred to Instructional Support Team.
C. Student accumulates 20 unexcused absences from individual class or entire day-letter of notification and phone call to parent/guardian, including notice that PINS diversion may be filed with Rensselaer County Family Court if absence total is greater than 25.
D. Student accumulates 26 unexcused absences from individual class or entire day- PINS diversion will be filed, referral to Child Protective Services for educational neglect.
E. Visit by the Student & Family Engagement Specialist at the recommendation of the building Principal.
F. For "quarter" courses, the number of unexcused absences is modified as follows: Section 1-5; Section 2-8; Section 3-10; Section 4-13.

NOTE: While unexcused absences in excess of 25 will not be the sole criterion, they will be considered in determining the potential for denial of grade promotion.
NOTE: If a student misses more than 10 minutes of instructional time, the student is considered "Absent" from that class. A determination will be made as to whether the absence is considered excused or unexcused.

**High School (9-12)**

A. Student accumulates 10 unexcused absences from individual class or entire day-letter of notification/phone call to parent/guardian.
B. Student accumulates 15 unexcused absences from individual class or entire day-letter of notification/phone call to parent/guardian, meeting with student, parent/ guardian and school staff; PINS diversion may be filed with Rensselaer County Family Court, student referred to Instructional Support Team.
C. Student accumulates 20 unexcused absences from individual class or entire day-registered letter of notification and phone call to parent/guardian that PINS diversion may be filed if absence total is greater than 25.
D. Student accumulates 26 unexcused absences from individual class or entire day-PINS diversion will be filed, phone call to parent/guardian, referral to Child Protective Services for educational neglect.
E. Visit by the Student & Family Engagement Specialist at the recommendation of the building Principal.
F. For 1/2 credit courses the number of unexcused absences is modified as follows: in Section 1-5; Section 2-8; Section 3-10; Section 4-13.

NOTE: While unexcused absences in excess of 25 will not be the sole criterion, they will be considered in determining the potential for denial of credit.
NOTE: If a student misses more than 10 minutes of instructional time, the student is considered "Absent" from that class. A determination will be made as to whether the absence is considered excused or unexcused.

**Incentives**

Good attendance will be the basis for student recognition awards to be determined by building principals.

**Policy Review**

This policy will be annually reviewed by the Board of Education. Revisions, based on attendance records and recommendations from the Attendance Committee, will occur prior to the start of each new school year.

***East Greenbush Central School District***
**Administration Center**
**29 Englewood Avenue**
**East Greenbush, NY 12061**

# SUMMARY

*of the*

## *East Greenbush Central School District*

## Comprehensive Student

## Attendance Policy

**A School and Community Working Together**

**Visit us on the web at www.egcsd.org**

# Statement of Purpose

**Attendance Matters**
To support student success, and in accordance with Education Law 3205 and 3210 and the requirements of New York State Every Student Succeeds Plan, The East Greenbush Central School district is taking steps to ensure that students and parents/guardians are better informed regarding **chronic absenteeism** from school.

**Chronic absenteeism** is defined as missing at least 10 percent of school days in a school year for any reason, excused or unexcused.

A student who is absent 4-5 days per marking period is missing 10 percent of the available instructional days. To prevent chronic absenteeism and to promote good school attendance habits, the district has launched an *Attendance Matters Campaign to inform parents, students and community members of the importance of good school attendance.*

Here are some facts:

- Chronic absenteeism begins as early as pre-kindergarten
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- Compared to children with average attendance, chronically absent students gained 14% fewer literacy skills in kindergarten and 15% fewer literacy skills in 1st grade
- By 6th grade, chronic absence is one of three early warning signs that a student is more likely to dropout of school
- By 9th grade, student attendance is a better predictor of graduation than 8th grade test scores

Additional Information is available on the district's website at www.egcsd.org/attendancematters. The development of good school attendance habits in the early elementary grade levels can prevent chronic absenteeism from becoming a problem which affects a student's success.

**Start the Day On Time for Learning**
Positive routines for student success are established each day by arriving on time for school. It is important that students report to classes on time whether they ride the bus to school or are dropped off each day by a parent/guardian.

School start times are listed each year in the school calendar. However, it is expected that students arrive at school prior to these school start times in order to report to class ready to learn and to avoid being marked tardy.

Columbia HS-In Guideroom by 7:15 AM; Goff MS-In Homebase by 7:50 AM; Bell Top-In class by 9:10; DPS-In class by 9:15; Genet-In class by 8:55 AM; Green Meadow-In Class by 9:15; Red Mill-In class by 9:15.

## Attendance Procedures

**Elementary Schools**
In elementary school buildings attendance will be taken each morning at the beginning of the school day. Classroom teachers will record any student's absence from instructional time during any period of the day.

**Middle School and High School**
At Goff Middle School and Columbia High School attendance will be taken at the beginning of the school day during an attendance room period. Each attendance room teacher will keep a record of attendance and report all absences and tardiness to the building office. In addition, attendance will be taken for each instructional period, with each teacher keeping an attendance record for all students enrolled in their classes. Absences in these classes will also be reported to the building office during the instructional period.

**District Wide Record**
The school district will maintain a permanent record of attendance for all students. The record will include the student's name, date of birth, names of parents or person in parental relation, address, phone numbers, including emergency contact numbers, date of enrollment and a record of daily attendance.

**The Role of Student and Parents/Guardians**
School attendance is a right, obligation and responsibility in New York State. Students should come to school each day, ready to learn and perform at their highest levels. In the event that a student is absent from school, the following procedure should occur:

- The parent/guardian should contact the school office on the day of the absence.
- If no contact from a parent/guardian occurs, the school will make every reasonable effort to reach the parent/guardian through phone numbers provided to the school by the parent/guardian.
- The parent/guardian should provide a written note (to be brought to school upon the student's return) explaining the reason for the absence.
- Should the note not be submitted within five (5) days of the student's return from the absence, the absence may be deemed unexcused. An absence note may be accepted after the fifth day following the student's return, in such cases where the parent/guardian has requested that the building principal review the matter for extenuating circumstances which may have caused the parent/guardian not to submit the absence note within five days. If a student is absent due to illness for a period of five (5) consecutive days or more, a note from a medical professional will be required.

## Excused/Unexcused Absences

For the purpose of this policy, the following is a listing of absences and tardiness that is deemed to be excused and unexcused:

**Excused**

- **Personal illness up to 10 school days***
- **Academic activity/program recognized or required by the school or district**
- **Activity recognized by the school district to be an educationally equivalent experience**
- **Recognized religious observance**
- **Death or serious illness in family**
- **Court appearance or legal obligation**
- **Impassable roads**
- **Military obligation**
- **Pre-approved college visit**
- **Medical appointment**

**Unexcused**

- **Truancy**
- **At CHS & Goff, any unexcused tardiness to class beyond 10 minutes**
- **Personal illness beyond 10 school days***
- **Personal and/or family vacation**
- **Absences for which a note is not provided within five (5) school days of student's return**
- **Activity not recognized by the school district to be an educationally equivalent experience**
- **Other absences not listed above as "excused"**

***For incidents of student illness beyond a total of 10 days over the course of the school year, medical documentation will be provided to the building principal so as to determine that extenuating circumstances exist.**

## Procedures to address Unexcused Absences

**Elementary (K-5)**

A. Student accumulates 10 unexcused absences-letter of notification sent to parent/guardian; phone call to parent, meeting with parent/guardian and building staff.
B. Student accumulates 15 unexcused absences-letter of notification sent, phone call to parent/guardian, and meeting with parent/guardian and building staff referral to Instructional Support Team.
C. Student accumulates 20 unexcused absences– additional meetings with Principal may be called, letter of notification to parent/guardian that PINS diversion may be filed with Rensselaer County.
D. Student accumulates 26 unexcused absences-letter of notification and phone call to parent/guardian, PINS diversion may be filed, referral to Child Protective Services for educational neglect.
E. Visit by the Student & Family Engagement Specialist at the recommendation of the building Principal.