

SYOSSET CENTRAL SCHOOL DISTRICT
ATTENDANCE POLICY SUMMARY 2013-2014

As the result of changes in the Commissioner's Regulations, school districts are required to change the way in which they record and monitor student attendance. The following is a summary of the District's new attendance regulations:

An Excused absence is defined as an absence, lateness or early departure from class or school due to personal illness, death in the family, religious observances or court appearances. At the elementary level absence due to personal illness will be considered excused with an accompanying note from parent or guardian. For students in grades 6 and 7, a personal illness of fewer than three days will be considered excused with an accompanying note from parent or guardian and a doctor's note for absences of three or more consecutive days. For students in grades 8 through 12, absence due to personal illness will only be considered excused with an accompanying doctor's note. In-school Exempt absences include absences excused by the teacher, psychologist, guidance counselor, administrator and absences due to assignments to alternate educational placements. Absence by nurse is considered excused.

It is the responsibility of the parent/guardian to notify the school on the day of the absence and to provide written documentation upon the student's return to school.

In grades K through 5, attendance will be taken on a daily basis. In grades 6 through 12, attendance will be taken on a period by period basis. Attendance data will be compiled and provided to the building principal or his/her designee and will be reviewed for accuracy and monitored to identify students who are absent, late or depart early.

The District will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance. For example, classroom teachers will be encouraged to assign special responsibilities to students in need of extra motivation and students with perfect attendance will be recognized.

In grades 8 through 12, unexcused absences, lateness and/or early departures will result in disciplinary action consistent with the District's Code of Conduct. Those penalties may include, for example, detention, in-school suspension, loss of the privilege to participate in, or attend, extracurricular or co-curricular events, including athletics.

Attendance Policy/Grading

As class participation is an important part of a student's grade, secondary students who are absent more than seven (7) times in a marking period for a full year and half-year course or more than four (4) times in a marking period for an alternate day course will receive a grade of "Incomplete" (I). These students will be provided with alternate assignments in order to alleviate class participation deficiencies. Students will have ten (10) days following the official end of the marking period to complete this makeup work.

Attendance Policy/ Awarding of Course Credit

Secondary students enrolled in credit bearing courses who exceed a cumulative total of twelve (12) unexcused absences will not receive credit for a full year course. For half year and alternate day credit bearing courses, students exceeding a cumulative total of six (6) unexcused absences will not receive credit. Unexcused latenesses or early departures from school will count as unexcused absences. Properly excused absences and latenesses will have no impact on a student's eligibility for course credit.

Credit bearing courses include all courses offered in grades 9 through 12 and select courses in grade 8. When a student exceeds a cumulative total of twelve (12) unexcused absences in a full year credit bearing course or six (6) unexcused absences in alternate day or half year credit bearing courses, he/she will not receive course credit.

Information will be available for parents by electronic communication or by mail regarding their child's cumulative absences. If a student is at the point when credit is lost due to excessive absence, the guidance counselor will meet with the student to make any necessary adjustments to the student's schedule.

Appeal Process

A written appeal may be made to challenge the accuracy of the record of the student's attendance in a particular course or on the basis of extenuating circumstances. The written appeal together with any supporting documentation must be filed no later than ten school (10) days from the date of the initial denial of course credit with the Superintendent of Schools, provided, however, that the Superintendent may designate another administrator to review and decide the appeal. The decision on appeal shall be issued within five (5) school days of filing. The decision of the Superintendent of Schools or his or her designee shall be final and appealable only to the New York State Commissioner of Education pursuant to §310 of the Education Law.

Summer School Attendance

In a summer school course, an absence is defined as missing more than fifteen (15) minutes of a class and one-half (1/2) absence is defined as missing up to fifteen (15) minutes of a class. When a student in a credit-bearing summer school course exceeds a cumulative total of three (3) absences he/she will not receive credit for that course.