



September, 2018

Dear Wappingers Students and Families:

The Wappingers CSD (WCSD) recognizes that regular school attendance is a major component of academic success. Through the implementation WCSD Board Policy 5100, the District hopes to minimize the number of unexcused absences, tardiness, and early departures (ATED's), encourage full attendance by all students, maintain an adequate attendance recordkeeping system, identify patterns of student ATEDs and develop effective intervention strategies to improve school attendance.

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, and its procedures. As prescribed by this policy, parents will receive a plain language summary of this policy at the start of the school year. . If you wish to read this policy in its entirety please visit the district website at [www.wappingersschools.org](http://www.wappingersschools.org). Policy 5100 along with all of our District policies can be found in 'boarddocs' which can be found under Board of Education link at the top of our district's home page. Parents are asked to sign and return a statement indicating that they have read and understand the policy. The following represents a summary of Policy 5100:

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### **Excused and Unexcused Absences**

Excused ATEDs are defined as absences, tardiness, and early departures from class or school, each of which must be verified by the student's parent/guardian or school personnel, due to the following:

- personal illness
- illness or death in the family
- impassable roads or weather

- religious observance
- quarantine
- required court appearances
- attendance at health clinics
- approved college visits
- approved cooperative work programs
- military obligations
- other excused absence per district discretion
- parent or legal guardian has been called to duty for
- is on leave from or immediately returned from deployment to a combat zone or combat support posting to be granted additional excused absences at the discretion of the Superintendent or designee
- or such other reasons as may be approved by the appropriate building administrator (including, but not limited to, absences due to circumstances related to homelessness).

All other ATEDs are considered unexcused absences.

All ATEDs must be accounted for. It is the parent's responsibility to notify the school office within 24 hours of the ATED and to provide a written excuse upon the student's return to school.

### **General Procedures/Data Collection**

- At the elementary level, parents will call the school at the opening of school to report their children absent for the day. The school will make phone calls to the homes of the parents of absent children who have not notified the school of their children's absences. The building administrator will send a letter home if the pattern of excessive or unusual absences occurs.
- At the junior and senior high levels, a student absent from class after homeroom will be immediately reported to the attendance office. A daily phone call will be made to the home unless the attendance office is notified of the reason for the absence during the day.

### **Intervention**

- Attendance data will be analyzed periodically to identify patterns or trends 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 considered chronically absent if they miss ten percent or more of the quarter. Satisfactory attendance is missing five percent or less of school over the course of the year.
- The attendance office will call home or send a letter if a pattern of excessive or unusual absences occurs. Parent notification for unexcused absences and tardies will be made

through the mail. If a student does not bring in an absence note within seventy-two hours, an unexcused absence will be recorded until an absence note is brought in. The administration will have the right to request a doctor's note for excessive absences. If a student has excessive absences without proper documentation from a doctor, or is believed to be excessively absent without good reason, the parent/guardian will be notified with an explanation of the additional steps the district will take.

- Every school as directed by their principal will identify a team that may include: Principal or other administrator in charge of attendance, counselors, nurse, teacher, parent representative, student representative, and additional personnel as designated by the principal to develop and implement a comprehensive plan to record, monitor, improve and maintain student attendance.

### **Attendance/Grade Policy**

- Elementary children's attendance is dependent upon the parents. Therefore, absences, excused or unexcused, will not impact the children's grades if the work is made up in a timely manner. However, due to the nature of the classroom work, it may not be possible to replicate class work and the children's grades will reflect that loss of instruction.
- At the junior high level students who are absent from school and/or a class are responsible for completing all missed class work and homework within the teacher's established timeline for completion. The student and parent are responsible to check with his/her teacher/guidance counselor to determine the class work or homework that must be completed. Assignments not completed within the teacher's established timeline may receive a reduced score at the teacher's discretion. If a student has an unexcused absence on the day of a local final exam, he or she may receive a reduced score at the teacher's discretion on that test.
- At the high school level, a student's final grade may be based on classroom participation as well as the student's performance and homework, tests, papers, project. Unexcused absences, tardies and early dismissals will affect a student's class participation grade for the marking period. If a student has an unexcused absence on the day of a quiz, test, or exam, he or she may receive a reduced score at the teacher's discretion.
- Teachers are not required but encouraged to provide advanced classwork and homework for planned unexcused absences. The student and parent are responsible to check with his/her teacher/guidance counselor to determine the class work or homework that must be completed.

# WAPPINGERS CENTRAL SCHOOL DISTRICT

## Attendance Policy 5100

2018-2019

Within one week of the opening of school, each school shall send to the parents of each enrolled student a summary of the District Attendance Policy (the full version is available on the District website, and full paper copies will be provided upon request). Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt / review of this Policy. Each school shall maintain records of such signed statements.

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As parent/guardian, I have reviewed the District's Attendance Policy. The telephone number below is the number where I can be contacted for attendance issues.

Student ID # \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**PLEASE SIGN, TEAR OUT SHEET**  
**AND RETURN TO YOUR HOMEROOM TEACHER**