



September 2023

Dear Wappingers Students and Families:

Since regular school attendance is a major factor in academic success, we want to encourage full attendance by all students. To minimize the number of unexcused absences, tardiness, and early departures (ATEDs), we need to maintain an accurate attendance record keeping system, identify patterns of student ATEDs, and develop effective intervention strategies to improve school attendance.

The complete attendance policy 5100 is on the district's website at [www.wappingersschools.org](http://www.wappingersschools.org) under the Board of Education link at the top of the home page. (Go to "board docs; then to "policies".) The following is a summary of Policy 5100:

### **Excused and Unexcused Absences**

Excused absences, tardiness, and early departures (ATEDs) from class or school, are 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,
- if a 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, a student may be granted additional excused absences at the discretion of the Superintendent or designee,
- other excused absence per district discretion, 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 threshold-based attendance calculation is used to determine a daily absence. A phone call will be made within 24 hours of a student being marked absent for the day to the home, unless the attendance office is notified of the reason for the absence during the day. Daily and period-based absences are available for review in our [Parent Portal](#).

## **Intervention**

Continuous monitoring will be done 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 school year. 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 there is a pattern of excessive or unusual absences. Parents will be notified of unexcused absences and tardies 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**

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student's final grade may be based on classroom participation as well as student performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused ATEDs will affect a student's class participation grade for the marking period.

All students with an ATED are expected upon their return to consult with their teachers regarding missed work. Reference Policy 4710 Grading Systems.

Teachers are not required but are encouraged to provide classwork and homework in advance for planned unexcused absences. The student and parent are responsible to check with the teacher/guidance counselor to determine the class work or homework that must be completed.

**WAPPINGERS CENTRAL SCHOOL DISTRICT  
Attendance Policy 5100**

**2023-24**

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***