

Naples Central School District

Information on the Comprehensive Student Attendance Policy

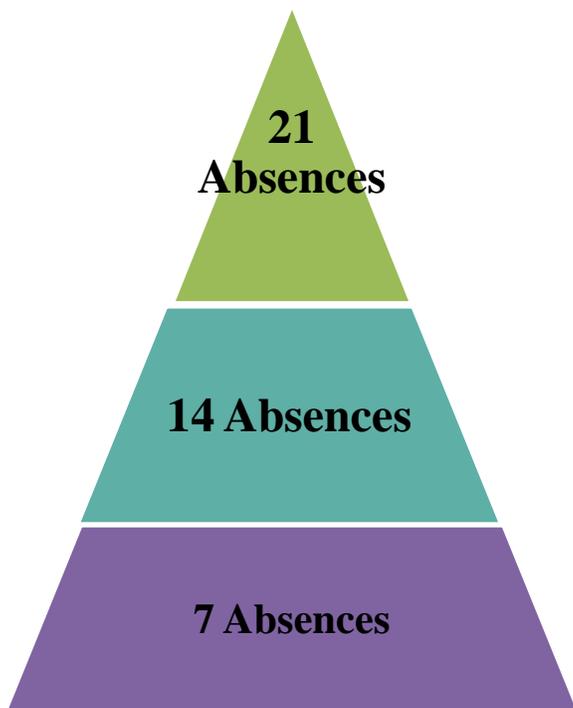
Policy # 7110 (<http://www.naples.k12.ny.us/district.cfm?subpage=1532492>)

Why does the Naples Central School District have an Attendance Policy?

Research shows that in order for students to achieve academic success, consistent attendance is essential. Because school attendance is both a right as well as a responsibility, the Naples Central School District has adopted a Comprehensive Student Attendance Policy to meet the following objectives:

- a) To increase school completion for all students;
- b) To raise student achievement and close gaps in student performance;
- c) To identify attendance patterns in order to design attendance improvement efforts;
- d) To know the whereabouts of every student for safety and other reasons;
- e) To verify that individual students are complying with education laws relating to compulsory attendance;
- f) To determine the District's average daily attendance for State aid purposes.

What interventions will be used to ensure consistent student attendance?



- Written notification to parents
- Possible denial of course credit
- Involvement of social service organizations for educational neglect

- Written notification to parents
- Meeting with student, parent, and building principal
- Student case manager is assigned to develop specific goals
- Detention or Mandatory 9th Periods assigned

- Written notification to parents
- Meeting with student to discuss Naples Attendance Policy

How do I know if an absence is “excused” or “unexcused”?

a) **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education.

b) **Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, hair cut, obtaining learner's permit, road test, oversleeping).

How will I know how many days of school my student has missed?

Letters indicating a student’s total number of absences will be sent to parents at 7, 14, and 21 days. Attendance and tardiness will be reported as part of a student’s quarterly report cards and can always be accessed through the Parental Access Support System (PASS), found under “Quick Links” on the Naples website. If you have lost your student’s PASS ID or PIN, please contact the High School Main Office at 585-374-7905.

How do I report a student absence?

A student is expected to be in attendance each day school is in session. When a student returns from an absence, they must provide the attendance clerk a written parental or guardian note explaining why the absence occurred. In some cases, a parent or legal guardian may be notified to validate the excuse. A high number of absences due to severe medical conditions should be reported directly to the principal. Please feel free to use the form below to report a student absence.

NAPLES CENTRAL SCHOOL ATTENDANCE ABSENCE EXCUSE FORM

Date: _____

Student: _____

From: _____
(Print Parent/Guardian’s Name)

-is returning to school after an absence on _____
(Date)

Due to: _____

SIGNATURE _____