

**STUDENT ATTENDANCE:
EXCESSIVE ABSENTEEISM AND TRUANCY**

Excessive absenteeism without parental permission on the part of any student indicates problems in the school or home environment. Often, when the parent or guardian is informally made aware of the District's policy concerning excessive absenteeism, improvement is brought about.

The District is under a legal duty to make sure that students of compulsory school age attend school regularly. New York State Law defines any student of compulsory school age who does not attend school, and whose absence is not for a legal reason, as truant. Such students must be reported to Family Court.

Therefore, the Board of Education has established the following procedures for correcting excessive absenteeism. These procedures are to be followed when informal counseling has failed to bring about regular attendance.

1. Any student who has been determined to be truant shall be suspended from classes until a conference is held at school with the student and a parent or guardian. This conference shall be scheduled within five (5) school days, and shall include the appropriate school personnel. At this conference, the parent or guardian shall receive a copy of this attendance policy.
2. The student shall be readmitted to school after this conference, provided that the following requirements are met:
 - 2.1 Until attendance improves, all absences will be documented by a physician or another person who shall verify that such absences were for legal reason.
 - 2.2 The parent or guardian shall agree that the attendance officer may telephone on any day that the student is absent and verify the reason thereof.
 - 2.3 The student and his or her parent shall assure the District, in writing, that the student will not be truant again.
3. Any student of compulsory school age who is truant a second time, after the above steps have been taken, may be referred to Family Court. The student is required to attend school pending the hearing in Family Court. The hearing shall determine whether the student is legally truant. If he or she is so found, the student will be under court order to attend school.

4. Any student over compulsory school age who has been absent for twenty (20) consecutive school days may be dropped from the District's attendance rolls only after the following procedure has been follows:
 - 4.1 The Building Principal, the Guidance Counselor, and other school staff members with a direct interest in the student shall meet and make sure that all possible ways of meeting the student's needs have been explored.
 - 4.2 The student and the parent or guardian must be notified in writing that an informal conference will be held with the appropriate school staff members to determine why the student has been absent, and to explore better ways of meeting the student's educational needs.
 - 4.3 If the student and the parent or guardians fail to come to a conference after reasonable notice, the student may be dropped from the district's rolls.
 - 4.4 The student and the parent or guardian shall be informed that if the student does not return to school, he or she has the right to re-enroll at any time, provided that the student is a resident who is not yet 21 years old, and has not graduated from high school.
 - 4.5 If the District decides to exclude a student for any reason other than failure to attend school, a disciplinary hearing must, by law, be held.
5. If a student who has been dropped from the rolls wishes to return to school, the District will re-enroll the student, and will make every effort to assist him or her to plan a workable program for graduating.

APPROVED: BOARD OF EDUCATION

March 17, 1992

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