

**COMPREHENSIVE STUDENT ATTENDANCE POLICY**  
**SS. PETER AND PAUL SCHOOL**  
**5480 MAIN STREET**  
**WILLIAMSVILLE, NEW YORK 14221**  
**WWW.SPPSCHOOL.COM**

**Overall Objectives**

Attendance at school is necessary so that every child may reach his full academic potential. Ss. Peter & Paul School and its parents are partners in ensuring that students are able to meet or exceed the New York State P-12 Common Core Learning Standards. To accomplish this goal, students must be present, motivated, and challenged. Ss. Peter & Paul School offers the following Comprehensive Student Attendance Policy which encourages all of its students to meet these objectives:

That all Ss. Peter & Paul students will successfully progress from grades kindergarten through eight and graduate.

That all students achieve proficiency and, if possible, mastery of the Core standards at each grade level, including students with special challenges.

That all students be safe because the school is aware of their whereabouts during school hours.

That all students be in compliance with compulsory attendance mandates.

That school wide attendance is recorded and attendance patterns are highlighted.

That parents be kept aware of their student's attendance.

**Strategies to Meet Objectives**

That Ss. Peter & Paul School will strive to be a positive learning environment encouraging respect and achievement, fostering nurturing interactions between adult role models and students, and creating an atmosphere where students will want to attend school consistently, punctually and completely.

That Ss. Peter & Paul School will maintain an accurate and complete record of student attendance via E-School. This is to include every K-8 student's attendance, absence, tardiness and early departure.

That parents are asked to call in before 8:00 a.m. daily if their child is unable to attend school on that day for any reason.

That if the student's absence is not reported by the parent, the school will call the home to determine the safe whereabouts of the student.

That early intervention strategies to improve school attendance be maintained.

**Availability of Comprehensive Attendance Policy**

This policy will be available on the school website.

This policy will be available in the school handbook.

This policy will be sent to the Department of Catholic Education.

A copy of this policy will be kept on file in the school office.

**Excused and Unexcused Absences, Tardiness and Early Departure**

The following absences, tardiness or early departure will be considered excused: An absence, tardiness, or early departure may be considered excused if due to personal illness, family illness or death, extreme inclement weather, religious observance, quarantine, court appearance, attendance at a health clinic, or attendance at a funeral.

\_\_\_\_The following absences, tardiness or early departure will be considered unexcused: An absence, tardiness, or early departure will be considered unexcused if due to family vacation, late start, hunting, babysitting, hair cut, oversleeping, recitals and sporting events or participation in sporting events.

\_\_\_\_Proper documentation must be presented to the homeroom teacher in the event of any absence, tardiness, or early departure. This documentation should be presented to the homeroom teacher **within three school days** upon the student's return. It should be provided by the person who is a parent or a person who is acting in an official capacity (doctor, court officer etc...) and include the date(s) of the absence and the reason for it.

### **Student Attendance and Recordkeeping**

An up-to-date record of student presence, absence, tardiness, and early departure shall be kept in E-school through the main office, along with the reason for such.

Teachers will report the above by 7:45 a.m. daily or as soon as possible.

Students in grades K-4 who move to specials (art, music, gym, library, and computers) will have their presence or absence recorded at the beginning of each special in E-school.

Students in grades 5-8 who pass from class to class should have their absence or presence recorded in E-school daily in each class. Classes which are a double period in duration need only take attendance at the beginning of the class.

All absence for a partial or full school day should be recorded in E-school as excused or unexcused in accordance with the standards specified in this policy.

All tardiness or early departure should be recorded in E-school as excused or unexcused in accordance with the standards specified in this policy.

A record shall be kept of any scheduled day of instruction during which the school is closed for an emergency (inclement weather, heat failure, water failure, fuel shortage, damage to the school building or natural disaster).

Attendance records should indicate when a student withdraws from enrollment or is dropped from enrollment.

All attendance information should be recorded, compiled, and provided to the main school office daily.

### **Student Attendance and Course Credit**

Classroom participation affects school performance; therefore presence in the classroom affects a student's grades.

A student should only be absent from class for a valid reason (an excused absence).

A student should not attend school if he is ill or risks exposing others to illness and should be fever free for at least 24 hours prior to returning to school.

Middle school students will not be given a passing grade if they exceed more than ten unexcused absences per semester.

Teachers are not required to make up work for unexcused absences.

At the elementary school level, students who have missed more than 30 instructional days (excused and unexcused) will be considered for retention by the principal after consulting with the parents and child's teachers. Promotion to the next grade level may be denied.

Students who are absent for a school sponsored event should arrange with the teacher to make up work in a timely fashion.

Students who return to school after an excused absence should consult with the teacher to make up work in a timely fashion.

### **Attendance Incentives**

So that students may learn the importance of attendance at school and in the work place, good attendance shall be rewarded in the classroom.

Certificates of perfect attendance will be awarded at the annual Awards Assembly held in June.

In order to participate in any after school activity or sport, the student must be in attendance at school on the day of the event.

Every attempt to work with the family of student who is frequently absent to remediate the situation shall be made. This shall include, but not be limited to letters, phone calls and conferences as deemed necessary and appropriate by the principal.

Appropriate district and community services will also be called on by the principal to help both the parent and the frequently absent student.

This policy will be on the school's website and handbook for both parents and teachers.

### **Intervention Process**

In order to effectively intervene when an identified pattern of unexcused absences, tardiness or early departures takes place, the principal will pursue the following avenues:

Identify the pattern by grade level, time frame, type of excused or unexcused absence, tardiness or early departure.

The principal will contact the parent to directly intervene with specific suggestions to eradicate the habitual infractions.

The Department of Catholic Education will be consulted by the principal for suggestions.

Changes and an improvement plan will be put into place by the principal and reviewed weekly.

If necessary, other outside resources will be implemented.

### **Building Attendance Officers**

The building principal and her administrative assistant shall be the school's designated attendance officers. They shall be responsible for reviewing attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the comprehensive attendance policy.

### **Annual Building Review**

Each year the principal and administrative assistant will review all attendance records to identify individual and group attendance patterns and to initiate appropriate action to address the problem of excessive unexcused absence, tardiness or early leaves.