

Union-Endicott Attendance Procedures

You must attend all classes and study halls unless your absence is authorized. Not only is daily attendance required by Section 3205 of the New York State Education Law, it is essential for the successful completion of your courses. The most common cause of academic failure is absence. Since we sincerely want you to succeed at Union-Endicott, we will respond to every unexcused absence from a class or study hall.

The Union-Endicott School District is working in partnership with the Endicott Police and the Broome County District Attorney. Please refer to the unexcused absences chart for details (page 2).

If reporting an absence, call as soon as possible, but no later than 3:00 p.m. the day of the absence. If reporting a late arrival or early dismissal, your student must check into one of the attendance offices upon arrival or before departure.

Determination of Excused and Unexcused Absences, Tardiness, and Early Departures

Based upon our District's education and community needs, values, and priorities, the School District has determined that absences, tardiness, and early departures will be considered unexcused until notified by the parent according to the following standards.

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 or doctor appointments, approved college visits, approved cooperative work programs, military obligations, approved school function or other such reasons as may be approved by the Board of Education.

Unexcused: An absence, tardiness, or early departure is considered unexcused if the reason for 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).

Student Attendance Recordkeeping/Data Collection

The record of each student's presence, absence, tardiness, and early departure shall be kept in a register of attendance in a manner consistent with Commissioner's Regulations. An absence, tardiness, or early departure will be entered as "excused" or "unexcused" along with the District code for the reason.

Eligibility for Participation in Extracurricular Activities

The following rules will apply to student involved in extracurricular activities.

1. If a student is not in attendance by the 5th class period, he/she is ineligible to participate in that activity that day unless the absence is due to an excused absence as defined in the student code of conduct unless the absence is due to illness. Students not in attendance by the 5th class period due to an unexcused absence or for illness shall be considered ineligible. If a student is tardy, and arrives prior to 5th period, he/she must report such to the attendance office.
2. A student placed on "in-school suspension" is ineligible to participate in an activity that day plus the next competition or performance if applicable

If you begin to accumulate excessive authorized absences, the Principal/Assistant Principal may require a doctor's verification for subsequent absences.

Unexcused Absences

Incidents	School Action
1-4 Days of unexcused classes and/or days	Parents are called; Principal meets with students and consequences are assigned (warning, lunch detention, after school detention)
5-7 Days of unexcused classes and/or days	Teachers contact parents; Home visit made by principal and counselor(grades 6-12); 1 day of In School Detention (grades 6-12); Home visits as appropriate (grades K-5) Meeting scheduled with parent, student, pupil services, and principal (grades k-12)
8-9 Days of unexcused classes and/or days	Progressive and prescriptive consequences assigned to student. Meeting and attendance contract signed by student, parent, principal, and pupil services rep. As has always been the case, failure to adhere to the contract may result in more severe consequences such as transfer to an alternative setting.
10 days of unexcused classes and/or days	Official letter sent to parents; Meeting with parents, student, parent, principal, and pupil services rep. Possible referral to the Safe Schools Unification Team. (Endicott Police Chief, Mental Health Services; Dept. of Probation; Dept of Social Services) If appropriate, CPS hotline for Educational Neglect. Progressive and prescriptive consequences assigned to student.
15 days of unexcused classes and/or days	Official letter sent to parents and copy to Broome County District Attorney. Progressive and prescriptive consequences assigned to student.
20 days of unexcused classes and/or days	Official letter sent to parents and copy to Broome County District Attorney. Broome County District Attorney requests meeting with parents and student. Progressive and prescriptive consequences assigned to student