FRANKLIN SQUARE UNION FREE SCHOOL DISTRICT
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FOUNDATION
for **S**UCCESS

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Dear Parents,

The Board of Education recognizes that regular school attendance is a major component of academic success. The district has adopted an Attendance Policy, the purpose of which is to reduce the current level of unexcused absences, tardiness, and early departures (ATEDs), encourage full attendance by all students, maintain an adequate attendance record keeping system, identify patterns of student ATEDs, and develop effective intervention strategies to improve school attendance. It is a fairly obvious prediction that improved school attendance leads to improved student performance.

On the reverse side of this letter, please read the excerpts from the Franklin Square School District Attendance Policy.

I look forward to your cooperation in providing your children with the greatest opportunities for success. If there is anything the district can do to assist you in these efforts, I encourage you to contact the appropriate person at your child's school.

Sincerely yours,

Patrick J. Manley

PJM:cm

Student Attendance

The Board of Education, in accordance with the State Education Law, requires that all minors beginning at age six regularly attend school full time. He/she may attend a school other than a public school or receive home instruction, provided the instruction is equivalent to that given in the public schools.

Excused/Unexcused Absences/Tardiness

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, or such other reasons as may be approved by a District Administrator. 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 at least 24 hours of the ATED and to provide a written excuse upon the student's return to school. Such excuse must contain reasons for and date of absence(s). Tardiness will not be excused except for the reasons cited above for absences; also, a note explaining the tardiness is required.

Attendance data will be analyzed periodically to identify patterns or trends in student absences.

Attendance/Grade Policy

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, at each marking period a student's final grade may be based on classroom participation, as well as student's 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 excused ATED are expected - upon their return - to consult with their teachers regarding missed work. Only those students with excused ATEDs will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. Make-up opportunities must be completed by a date specified by the student's teacher for the class in question.

Disciplinary Consequences

Unexcused ATEDs will result in disciplinary action consistent with the District's Code of Conduct. Those penalties may include, for example, detention or in-school suspension. Students may also be denied the privilege of participating in or attending extracurricular events. In addition, the Building principal, or his/her designee, will contact the student's parents. Such staff member(s) shall remind parents of the attendance policy, explain the ramifications of unexcused ATEDs, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation.