



CONNETQUOT CENTRAL SCHOOL DISTRICT OF ISLIP
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August 2024

Dear Parent or Guardian,

In accordance with the NYS Commissioner's Regulations Section 104.1, each school district's Board of Education is required to adopt an attendance policy. The purpose of developing an attendance policy is to encourage daily attendance by all students, to ensure adequate attendance records and establish mechanisms to reduce absences, latenesses and early departures (ALEDs).

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. Therefore, the policy will be reviewed with students, staff and parents at the start of the school year. It will also be posted on the District's website: www.ccsdli.org.

In addition to notifying the parent/guardian of the Attendance Policy, the school will ensure the following:

- Parents of all K-12 students and all 9-12 students will be required to sign and return a statement indicating they have read and understand the policy.
- Building attendance staff will continue to notify parents when students are absent, late, and/or leave early without parent/guardian contact.
- Attendance intervention procedures will be considered when elementary school students have 6 or more ALEDs during a trimester.
- Attendance intervention procedures will be considered when middle school students have 4 or more ALEDs during a quarter.
- Attendance intervention procedures will be initiated when a pattern of ALEDs is identified for high school students.

The Attendance Policy identifies the following reasons for student excused absences, latenesses and early departures from school: student illness; illness, emergency or death in the family; impassable roads or weather; religious observance; quarantine; required court appearance; verified doctor's appointments or health clinic visits and verified college visits. All other absences, latenesses, and early departures are considered unexcused absences.

As parents, you play a key role in helping your child arrive to school on time. When your child will be out of school for any reason, you are required to contact your child's school on the morning of the absence. When your child returns to school, a note containing the date and reason for absence is required. In addition, we require all elementary parents to accompany their child into the school to sign their child in when arriving late for school.

Your support and participation are key in ensuring your child's daily attendance. I look forward to meeting and working with you for a successful school year.

Yours truly,

Principal