

Peekskill City School District Attendance Policy

Quick Guide for Absences and Expectations

The Peekskill Board of Education recognizes that regular school attendance is a major component of students' academic success. Through implementation of this policy, the Board of Education expects to encourage full attendance by all students, and to reduce the level of unexcused absences, tardiness, and early departures. In order to accomplish these objectives, it is recognized that regular school attendance is essential to a successful teaching and learning environment. Students' academic achievement and performance in school is directly related to their full participation in the educational process.

Excused Absences	Expectations for Absences
Personal Illness	Parent note &/or call
Family death/illness	Parent Note&/ or call
Chronic/long term illness	Medical documentation
Family Trips	Pre-approved by Principal
School sponsored activity	Pre-arranges by administration
Judicial action	Copy of Subpoena or summons
Religious Holiday	Approved by Principal

Guideline for Absences from September to June

Satisfactory Attendance	0-9 days absent
At Risk Attendance	10-17 days absent
Chronic Attendance	18-34 days absent
Sever Attendance	35+days absent

Elementary-Absenteeism Progression

Less than 5 days	The teacher will phone home and send email to the parent after 3 days of absence . A referral will be initiated to the school counselor and/or social worker.
Day 5	After 5 days of absences, tardiness or early departures, parents will be contacted by telephone, and email/mailed letter.
Day 10	The teacher will phone home/send email to the parent. A referral will be initiated to the school counselor and/or social worker. A letter will be mailed home and a parent teacher conference will be scheduled. CPS may be called.
Day 15	The teacher will phone home/send email to the parent. A referral will be initiated to the school counselor and/or social worker. A letter indicating chronic absence (missing 10% or more of the school year) will be mailed home and a parent teacher conference will be scheduled. A home visit maybe conducted by the attendance officer. CPS may be called.
Day 20	The teacher will phone home/send email to the parent. A referral will be initiated to the school counselor and/or social worker. A letter will be mailed home indicating severely chronic absenteeism (missing 20 percent of the school year) and a parent teacher conference will be scheduled. A home visit will be conducted by the attendance officer. CPS will be called.

Secondary - Absenteeism Progression

Less than 5 days	The teacher will phone home/send email to the parent. A referral will be initiated to the school counselor and/or social worker.
Day 5	On the 5th absence, the subject teacher will arrange a conference with the parent/guardian to discuss the student's absences. Referral to social worker and/or guidance counselor.
Day 10	The teacher will phone home/send email to the parent. A referral will be initiated to the school counselor and/or social worker. A letter will be mailed home and a parent teacher conference will be scheduled. CPS may be called
Day 15	The teacher will phone home/send email to the parent. A referral will be initiated to the school counselor and/or social worker. A letter indicating chronic absence (missing 10% or more of the school year) will be mailed home and a parent teacher conference will be scheduled. A home visit may be conducted by the attendance officer. CPS may be called or the County Probation Office.
Day 20	The teacher will phone home/send email to the parent. A referral will be initiated to the school counselor and/or social worker. A letter will be mailed home indicating severely chronic absenteeism (missing 20 percent of the school year) and a parent teacher conference will be scheduled. A home visit will be conducted by the attendance officer. The student will be in jeopardy of being failed or dropped out of high school if over the age of 16. Referral to Child Protective Services or to the County Probation Office.